



**PONNAIYAH RAMAJAYAM INSTITUTE OF  
SCIENCE & TECHNOLOGY (PRIST)**

Declared as DEEMED TO BE UNIVERSITY  
U/s 3 of UGC Act, 1956

## **PLACEMENT OFFER LETTER FOR THE YEAR 2022-2023**



**SAVEETHA**

**SCHOOL OF ENGINEERING**



**Name : Dr ARJUN PANDIAN**

**Desig. : ASSOCIATE PROFESSOR**



**SAVEETHA**  
UNIVERSITY  
SCHOOL OF ENGINEERING  
SCHOOL OF DISTANCE EDUCATION  
SCHOOL OF MANAGEMENT  
SCHOOL OF NURSING  
SCHOOL OF PHARMACY  
SCHOOL OF SCIENCE & TECHNOLOGY (PRIST)

**Principal**

**GRT**

**JEWELLERS**

Since 1954



**C.SURENDAR**

**Emp.No:12228**

VP-HR, L&D

**REGISTRAR**

Pondicherry Rajawade Institute of  
Science & Technology (P.R.I.T.)  
Institutional Credentials Department  
Pondicherry - 605 006  
Phone: 0413-2411111, 2411112



**ST. MARY'S**

**NURSERY & PRIMARY SCHOOL**

(Recognized by Govt of Tamil Nadu)

**IDENTITY CARD**



**SHALINI R**

**BT.ASSISTANT**

**REGISTERAR,**

Division of Information & Technology (DIT),  
Tamil Nadu Sahakarika, Chennai-600 009

**Correspondent**

**2023-2024**





**SRI SRINIVASA**  
**MATRIC HR. SEC. SCHOOL**  
**ORATHANADU-614 625.**  
Phone:04372-232676

**2023 - 2024**



**KAVIYA V**

**M.Sc., B.Ed.**

**T.G. Teacher**

**Principal**  
Forrayal Rajarajam Institute of  
Science & Technology (PRIST)  
Institution Deemed to be University  
Established on 10.05.2015  
(100% Aided) TAMIL NADU

**Principal**

**ASVINI**

**Asvini Fisheries Private Limited,**



**ASSISTANT**

Research Scientist  
Bharathiar University Institute of  
Science & Technology (BISTU)  
Institution Limited to be University  
Established in Dec. 1989  
(1989) - 2019 - 2020 - 2021 - 2022

**HEMALADEVI  
SIVAKUMAR**

**E.ID:100537**

**ANTIBIOTIC TESTING**



**RS# 522, Ramachadrapuram,  
Pazhayakayal - 628152,  
Tuticorin, Tamilnadu-India**



**04630 - 275295, 7094474956**

Date: 25-08-2023

Inviteded Document

CO Working

CO, Asst. Superintendent Regd.

Government Fisheries College, Pattanam,

Tamil Nadu - 625152

**Job Appointment order-19.**

Dear Sir/Madam,

With reference to your application seeking employment in our organization and the subsequent interview you had with us and based on your ASSESSMENT.

1. You have been appointed as "Lab Tech" at our lab with the following terms and conditions.

2. You will be on probation for a period of six months from your date of joining. You are expected to join on or before 25-08-2023.

3. Your pay structure for per month is given below

Basic Salary	10000
DA	5
Other allowance	5
Total Gross Salary	10010

4. The probation period may be extended further if your performance doesn't meet our requirements.

  
**REGISTRAR,**  
Ponnalyah Ramaswamy Institute of  
Science & Technology (PRIST)  
Unstruck Deemed to be University  
(No. 3 of the MGC Act, 1956)  
TAWALI, PULIASSI DIST, TAMIL NADU

5. Your probation is liable for termination without assigning any reason or compensation and Notice.
6. You are entitled for Provident Fund, Bonus, Gratuity and Medical reimbursement as per the rules of the company after completion of the probation period and be subsequent confirmation by the management.
7. You may be transferred to any of our units or offices from time to time based on administrative requirement.
8. At any time after your employment confirmation, if you decide to resign from the company's service for whatsoever reason, then you have to submit three month notice in prior.
9. You are not to divulge or disclose at any time whether in course of employment or otherwise, matters relating to the business dealing of this company or details about any of its private affairs.
10. You have to abide the terms and conditions of service that are in force from time to time.

Please sign the duplicate copy of this offer and indicate your probable date of joining.

Thanking you

For ADVINFORBATES PRIVATE LIMITED

AUTHORIZED SIGNATORY



I hereby accept the Appointment Terms and conditions as above

Signature of the receiver

*Shankar Shankar*  
**REGISTRAR,**

Ponnaiyali Ramajayam Institute of  
 Science & Technology (PRIST),  
 (Institution Deemed to be University  
 U's 3 of the HSC Act, 1956)  
 THANJAVUR - 606 003 TAMIL NADU.



26-Oct-

2023C82618

83



\*ForAccentureuseonly

ApsaraSrinivasan  
12/1,ShantiNagar,Soolamangalammainroad,Ayyampet,Thanjavur,614201914201Mara  
gementLevel-13

Sublevel-3

JobProfile-  
CollectionsSupportNewAssociateJobFamilyGroup-  
BusinessProcessSpecializationBusinessDeal-  
NonContactCenter

DearApsara,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Chennai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which Accenture may, at its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely

REGISTRAR,

Pondarayah Ramajayam Institute of  
Science & Technology (P.R.I.T.),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
TAMIL NADU.

Las Vegas

Managing Director - Accenture Operations in India & Sri Lanka

#### ACKNOWLEDGEMENTS

[Insert full legal name]

Candidate's signature \_\_\_\_\_  
Date: \_\_\_\_\_

  
REGISTRAR,  
Ponmalai Ramajayan Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
THANDIUR, PIN-626 003, TAMIL NADU.

Candidate's Signature \_\_\_\_\_



September 27, 2023

Mr. Sivasankaran Mani,  
Thanjavur

Ref:HDBFS/23-2/THRIC60843-VApp/354224

Dear Sivasankaran,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as **SALIS OFFICER** on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- Your duties and responsibilities will be explained to you on your joining the Company.
- Your initial place of posting will be at **THANJAVUR NEW BUS STAND**. The Company reserves the right to change the duties assigned to you, transfer you temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time, carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009

Page 2 of 6

REGISTERAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University)  
(U-3 of P.U. Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.

Department of Commerce  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
THANJAVUR - 613 403.

OFFLET991032May-2023-CH

May 11, 2023

Umar Sathik, batcha

Vellore

**Offer Letter**

Dear Umar,

Congratulations! we are pleased to offer you the position of **Trainee Medical Coder** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **INR.157,380**. In addition to this, you will also be eligible for a performance based incentive up to **INR.108,000 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at **Vellore**. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings.

We request you to join us on or before **May 15, 2023**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.


You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

To confirm your acceptance of our offer, please sign below and send us a scanned copy of the signed offer letter. This offer letter is valid till .

Sincerely,

  
Kiran Guntur

Vice President – Human Resources

**Acceptance of invite:**

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature:

Date: **May 12, 2023**

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).
2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

  
**REGISTRAR**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Uis 3 of the UGC Act, 1956)  
THANJAVUR-601 001, TAMIL NADU.

**Annexure A:**

2nd Floor, Prince Infocity II, 141, Kottiyakkam Village, Rajiv Gandhi Sala, Kasdanthavadi, Chennai Tamil Nadu, India,  
PIN: 600096



CONFIDENTIAL

	Monthly ₹	Annual ₹
<b>CTC</b>		
Base Salary + Retirals	13,115	157,380
Base Salary + Retirals + Incentive (See Note below)	22,115	265,380

<b>Base Salary</b>		
Basic Salary	5,500	78,000
Statutory Bonus	1,400	16,800
Basket of Allowance	3,705	44,460
<b>Gross Salary</b>	11,605	139,260

<b>Retirals and Insurance</b>		
Provident Fund (Employer)	780	9,360
Gratuity	313	3,756
Health Insurance	417	5,004
<b>Retirals Total</b>	1,510	18,120

<b>Performance Incentive</b>		
Monthly Performance Incentive (See note Below)	9,000	108,000

\* Includes city compensatory allowance.

\*

**Note:**

Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.9,000 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and quality) are measured using tracking tools and are available for the agents to view online.

Please note above Take Home is Pre-Tax and is subject to

- Any tax deduction as per rules and regulations of Income tax act 1961
- Employee's contribution of ESI, applicable to employees below ESI salary limit
- Professional tax as applicable at base location

Signature:

  
**REGISTRAR,**  
 Pennaiyah Ramrajayam Institute of  
 Science & Technology (PRIST),  
 (Institution Deemed to be University  
 U/A 3 of the UGC Act, 1956),  
 THANDIYUR-RTY 103, TAMIL NADU

Date: May 12, 2023

### Joining Documents Check List

Candidate's Name: **Umar Sathik batcha**

Offer finalization checklist		
S. No	Checklist	Comments
1	About AGS	
2	Department	
3	Title	
4	Process/ Specialty (if applicable)	
5	Job Description	
6	Facilities/ Project (okay to work out of any facility and project?)	
7	Shift	
8	Working hours & days	
9	Dress Code	
10	Offered Compensation (explain all the components) annual CTC	
11	Incentives	
12	Buddy Referral Scheme	
13	Appraisal	
14	Career progression	
15	Aspire	
16	Date of joining	
17	Documents Checklist	
18	Do you have any other offer?	
19	Final status	

Additional Comments (if any):

Applicant's signature

Date:

Recruiter's signature

Date:

  
**REGISTRAR,**  
 Periyar Ramajayam Institute of  
 Science & Technology (PRIST),  
 (Institution Deemed to be University  
 U's 3 of the UGC Act, 1956).  
 TRANCHEUR-63403, TAMIL NADU.

## DOCUMENT OF UNDERSTANDING

### Facility / Place of work:

- I will be required to work out of any office in Chennai based on business requirements.
- Experienced: I have been made aware that I will be required to work from office based on business requirement.
- Freshers: I have been made aware that I will need to report to office post completion of my training program or as per business requirement.

### Vaccination:

- I was offered company sponsored vaccination or reimbursement of vaccination cost by AGS Recruitment SPOC.

### Shift Hours / Process / Project:

- I will be required to work any 9 hour shift and be deployed in any project / process based on business requirements

### Compensation / Salary:

- The take-home offered by AGS Health is pre-tax. Any professional /ESI/ income tax that is applicable will be deducted from the take-home offered

### Transport:

- I will be eligible for a common point pick-up / home drop facility based on my shift hours as listed below

Shift Hours	Common Point Pick-up	Home Drop
Day shift	NO	NO
1pm to 10 pm	NO	YES
3pm - 12am	YES	YES
Evening / Night Shift	YES	YES
DST Timing	YES	YES

I understand and agree to abide by all the requirements mentioned above as part of my employment with AGS Health

Signature:

Date: **May 12, 2023**

  
**REGISTRAR,**  
 Ponnaiyah Ramajayam Institute of  
 Science & Technology (PRIST),  
 (Institution Deemed to be University  
 U/s 3 of the UGC Act, 1956),  
 THANDUPUR - 603 003, TAMIL NADU.

## **Annexure 2 - EMPLOYMENT LETTER**

We are pleased to provide you an Employment Letter with AGS Health Private Limited (the Company) with appropriate responsibilities for such role. This Agreement is effective as from your date of joining.

This letter will set forth the economic and key employment terms and conditions of your employment which are binding on both the Company and you, and by signing a copy of this letter, you accept our offer based on the valid consideration of a professional opportunity of employment with appropriate remuneration in our Company.

### **1. Probation Period**

You will be on Probation from the date of commencement of your employment for a period of six (6) months. Your probation period will continue to be so unless and until you are expressly confirmed in the regular service of the Company but in any event shall not be for a period exceeding one year.

Notwithstanding anything stated herein, during the probation period, if your services are found unsatisfactory at any time during the period of your probation, your appointment will be terminated/cancelled without notice or compensation in lieu of notice. This Letter is contingent upon satisfactory completion of a pre-employment background verification process.

In the event of your resigning from the services of the Company during probation period, you will be required to give one month notice or an amount equivalent to one month's gross salary in lieu thereof. However, it would be at the discretion of the Company to waive the notice period on a case-to-case basis.

### **2. Compensation & benefits**

Your compensation & benefits will be as mutually agreed and specified in the offer letter provided to you. During your employment period your compensation & benefits are subject to change based on your performance and based on the Company's performance. You will also be eligible to participate in other benefit plans that are made available by the Company from time to time, as applicable to your Grade. The Company reserves the right to terminate, change or modify any or all aspects of any compensation & benefits programs at any time.

As mutually agreed, between us, any incentive or variable pay that may be applicable to you, will be paid based on achievement of certain key result areas on such parameters as may be fixed by your reporting authority with your concurrence. Such payment being purely linked to performance will vary according to performance. Statutory Bonus as applicable will be paid to you at the appropriate rates either monthly or annual basis at the discretion of the Company. Your monthly compensation has been fixed for a 48-hour working week.

### **3. Leave Policy**

You shall be governed by the Leave Policy of the Company as amended from time to time.

### **4. Medical Fitness**

You will be requested to provide medical fitness certificate or undergo certain medical tests either on your joining date or during your employment at the discretion of the management.

  
**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% 3 of the UCA Act, 1956),  
THANJAVUR, TAMIL NADU.



## **5. Other Key Employment Conditions:**

i. The Company shall be entitled to modify the terms of your employment subject to applicable statutory legislations and after taking your due consent for the same. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedure, and policies framed, amended, modified, or omitted by the Company from time to time. Such announcement will be communicated through mail or through the **Employee Handbook**. Any non-compliance will be subject to disciplinary action. The Employee Handbook, as amended from time to time, will always be available with Human Resources Department and in Company's Intranet which will govern the conditions of your employment. It is your responsibility to go through the Employee Handbook and update yourself periodically with the changes that are made.

ii. You can be transferred to any location where the Company is carrying on its business, as per the business requirements of the Company.

iii. During the course of your Employment with the Company, you may be asked to sign a commitment bond, for undergoing certifications/ specialized training program provided by the Company. As part of the consideration for providing such learning opportunity, you fully agree to abide by all the terms and conditions of such bond, and you will not raise any objection or concerns at the time of signing such bonds.

iv. You warrant that you do not own or possess any information or property belonging to any of your previous employers and that your performance of your duties as an employee of the Company will not breach any inventions, assignment, proprietary or confidential information, declarations, and non-disclosure agreements with any of your former employers or any other party.

v. You are not allowed to undertake any other activity in the nature of employment or business except with the prior written consent of the Company whether or not you receive financial compensation for such activities. You understand that the position with AGS Health calls for full time employment and you are expected to commit yourself exclusively to the business of the Company. You cannot take up any other work whether by yourself or in the name of any of your family members, on part time or otherwise, whether for profits or not, or as freelancer, or work on advisory capacity or be interested directly or indirectly in any other trade or business, during the course of your employment with the Company, without obtaining prior written consent of the Company.

vi. Any inventions, improvements, reports, manuals, or any other form of publication containing information relating to the services of the Company ("Intellectual Property Rights") you may produce or formulate during the course of your employment, shall always remain the property of the Company. You agree and understand that such Intellectual Property Rights in respect of any work created or performed will be deemed to have been assigned to the Company.

vii. You must always maintain highest degree of secrecy of the strategy, names of fellow employees, business lines, Intellectual Property Rights, records, and any other information relating to our Company as may be deemed as "confidential information" from time to time.

viii. If an Employee is paid any relocation allowance or special allowance or any joining bonus to the Employee and if the Employee leaves the Company, either voluntarily or involuntarily, within one (1) year from the date of joining the Company, such relocation allowance or special allowance or joining bonus must be refunded to the Company in full within 30 days time period.

If you are found to be violating any of these key employment conditions, you will be subjected to strict disciplinary action against you by the Company and you agree to abide by any decision that the Company may take in this regard including termination of your employment with the Company and / or claiming compensation for any damages suffered by the Company because of such violation. You agree that the Company can seek monetary damages as may be quantified by the Company for any such violation or breach of your employment, without having to show anything other than the fact of such breach or violation.

### **REGISTRAR,**

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11b, 3a of the UGC Act, 1956),  
THANJAVUR-601 003, TAMIL NADU.

2nd Floor, Prince Infocity II, 141, Kottiyakkam Village, Rajiv Gandhi Sala, Kasdanchevadi, Chennai Tamil Nadu, India,  
PIN: 600096

## **6. Termination of Employment**

During the term of your employment, your services with the Company are liable to be terminated at any time, by giving two months' notice except in case of a termination due to misconduct. The Employee shall be eligible for Salary and benefits only until the last date of actual employment with the Company. If the Employee is required to serve full notice period, he shall not be entitled to avail of (or adjust/set off) any accrued leave during / against such notice period.

## **7. Resignation by Employee**

i. You may terminate employment with the Company subject to you giving not less than two month's written notice to the designated officer of the Company.

ii. The Employee shall either be required to continue working for AGS Health for the full applicable notice period or for such short period as may be required for transition or be relieved from the services immediately, solely at the discretion of the management.

iii. If required by the management of the Company, you will also be required to train your replacement during such notice period.

## **8. Restrictions during and after employment**

You will not during the term of your employment with the Company and for a period of 1 (one) year following the date of termination of your employment, do or permit any of the following without prior written consent of the Company:

i. Solicit any client of the Company or its associates or clients of the Company's clients for the purpose of offering to that person services similar to or competing with those of the Company.

ii. Cause or permit any person directly or indirectly under your control to do any of the acts or things specified above; and

iii. Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization, or any business whether owned by you or not.

Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given above.

In view of the nature of your duties with the Company, and the compensation and benefits granted by the Company to you, each of the Company and you consider the undertaking in this paragraph to be reasonable in all circumstances. However, if one or more undertakings in this paragraph are held invalid as unenforceable or invalid for any reason by a competent court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operations as may be necessary to make them enforceable and valid.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-5 of the UGC Act, 1956),  
TIRUNELVELI - 612 003, TAMIL NADU.

**9. Indemnity**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Employment Letter, or any fraud, misconduct, or negligence on your part in the course of your employment with the Company.

**10. Governing Law, Arbitration and Severability of Terms**

This Employment will be subject to jurisdiction of courts in Chennai, Tamil Nadu, India, without regard to its choice of law provisions. Any dispute or claim that arises out of this Employment Letter shall be resolved by final and binding arbitration in accordance with Indian Arbitration and Conciliation Act, 1996, by an arbitrator to be appointed by the Company. If any provision of this Employment Letter may be held invalid or unenforceable, such provision shall be ineffective without invalidating the remaining provisions of this Employment Letter.

If the terms of this Employment Letter are acceptable to you, please sign below. We look forward to a long and mutually rewarding relationship.

Sincerely,



Name: Prasad P K

Title: General Counsel – Legal and Corporate Affairs



REGISTRAR,

Ponnaiyeh Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
(Ds 1 of the UGC Act, 1956)),  
TAMILNADU - 613 003 TAMIL NADU.

**ACCEPTANCE BY EMPLOYEE**

I have read & understood and agree to the above terms and conditions governing my services and employment with AGS Health Pvt Ltd, I hereby agree to be legally bound by the same.

Signature of Employee:

Name: Umar Sathik batcha

Place: Vellore

Date: May 12, 2023

Electronically signed by Umar Sathik batcha on 2023-05-12T09:04:25.953+00:00 Electronically signed from 15258.221.193



# Ebrain

Technologies



EMP CODE: 10193

REGISTRAR,  
Ponnaiyan Maniyanam Institute of  
Science & Technology (PRIST),  
Autonomous Deemed to be University,  
THANJAVUR - 613 005, TAMIL NADU.

**Manimaran Poovaragavan**

**Junior Java Developer**

#15, II FLOOR, R.P.S COMPLEX,  
VARUPS NAGAR, TRICHY MAIN ROAD  
THANJAVUR - 613 005.





## Warm Welcome

Varun Karthik V  
Chennai, Tamil Nadu,  
India.

March 14, 2023

### Sub: Letter of Appointment

Dear Varun,

I am pleased to extend the offer of employment on behalf of Photon Interactive Private Limited. (Hereinafter referred to as "Photon" or the "Company" as the context may require), on the following terms and conditions:

**Designation:** Executive - Business Development

**Job Band:** JM1

**Date of Joining:** March 29, 2023

**Work Location:** DLF IT Park - Block 5, Chennai

**Work Mode:** Work from Office

**Annual CTC:** Your Total Annual salary will be **INR 750,000** per annum. The salary structure is described in the Salary Break-Up Sheet (**Annexure-1**).

Your individual remuneration is a matter purely between yourself and the company and has been arrived at the basis of your job, skill 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.

**Other Benefits:** You will be eligible for the following:

- Leave & holidays as applicable to your category of employees and location of posting.
- Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by the company.

**Increment and Promotions:** Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are ordinarily given ~~annually~~ <sup>as per company policy</sup>.

**Retirement Age:** You shall retire in the normal course from your services to the Company on attaining the age of superannuation that is on the first working day following your 60<sup>th</sup> birthday, unless you are found to be medically unfit.

**Probationary Period:** You will be on probation for a period of ~~180~~ <sup>90</sup> days. At the end of the probation period, your performance will be reviewed, and the management reserves the right to confirm your services or extend the probation period. Your services may be terminated without any notice during probation period.

Yours faithfully,  
[Signature]

Apurva, HR | 2nd Floor, Block 5, Phase 2, DLF IT Park, Chennai 600029, Tamil Nadu, India  
T: +91 94490 80000 | Email: hr@photon.in | www.photon.in



PHOTON

**Six Months Commitment:** You acknowledge that substantial costs have been invested in the selection process and for training you and, as such, you undertakes not to resign from the services of the Company, for any reason whatsoever, for a minimum period of Six months from the date of joining the services of the Company. In case, for any reason, you resign from the services of the Company before the said period of Six months, then you shall forthwith to pay three months' Gross salary (last drawn) being the compensation for the monetary and non-monetary costs incurred by the Company.

**Termination / Notice Period:** We hope your association with us will be a very long one. However, this association may be terminated by either party by giving three months' notice. However, in the event of willful neglect of your duties, breach of trust, gross indiscipline, any other serious dereliction of duties or other misconduct that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

Photon reserves the right to pay or recover salary in lieu of notice period.

**Travel:** You may have to undertake travel on company work for which you will be reimbursed travel expenses as per the company policy applicable to you.

**Transfer:** Based on business requirements, your services are liable to be transferred in such capacity as the company may from time to time determine to any other location within or outside India, department, function, establishment, or branch of the company or subsidiary, associate or Affiliate Company, either in existence or which may come into existence. In such cases you will be governed by the terms and conditions of service applicable to the new assignment.

Pursuant to any business arrangement, including but not limited to, a sale of assets, merger, takeover, acquisition, or live-off, the Company may also transfer you onto the rolls of another entity and you shall agree for such transfer.

**Medical Fitness:** By accepting this offer there is an implicit confirmation by you that you are medically fit to effectively perform the job for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon, to undergo medical examinations, as the management may deem necessary. In the event the examination reveals any ailment including any physical or mental impairment, that (1) prevents or hinders your from performing your assignment effectively or (2) could put the health of the other employees at risk, the same shall be a reasonable ground to discharge your services with immediate effect, without any compensation or notice.

**Conflict Of Interests:** You are required to engage yourself exclusively in the work assigned by Photon and shall not undertake any independent or individual assignments (whether the same is Part time or full time, in an advisory capacity or otherwise) directly or indirectly, with or without compensation, without the express written consent of the Photon Management. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the Company.

REGISTRAR,

Pornayah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to Be University  
U-3 of the UGC Act, 1956),  
THANJAVUR-613 001 TAMIL NADU.



PHOTON

**Confidentiality:** Upon reporting to work, you may be required to execute a Confidentiality Agreement in favor of the Company and/or its customers. In the event of breach by you of this confidentiality provision and/or the provisions of the Confidentiality Agreement, while in the services of the Company or thereafter, the Company will be at liberty to initiate appropriate legal proceedings against you.

As an employee you will have access to the confidential information of the Company and to the valuable trade and business connections belonging to the Company, which are essential to the continued success of the Company. The disclosure of any such confidential information or exploitation of such trade or business connection otherwise than to the benefit of the Company would do serious damage, financial and otherwise to its business. Therefore, you shall not, without the prior written consent of the Company, during your period of employment and for a period of two years after the exit, whether alone or jointly with, or as principal, partner, agent, director, employee, or as consultant, directly or indirectly be engaged, in any executive or technical capacity, in any business concern which shall be in competition with any of the businesses carried on by the Company as on the date of exit, for whatever reason.

**Intellectual Property Ownership:** You hereby agree that any idea, invention, design or discovery, and any intellectual property rights arising there from, whether conceived or made by you alone or with others, during the employment (whether during the course of your normal duties or other duties specifically assigned to you and whether during normal working hours or using the facilities of the Company or otherwise) which relate to the business of the Company or not, are the property of the Company and you hereby assign any such rights which originally vest in you to the Company and unconditionally and irrevocably waive all moral rights in the same.

If you conceive or make or are involved in developing any such idea, invention, design or discovery and any intellectual property rights arising there from, you will immediately disclose all information concerning the same to the Company (but otherwise keep the same confidential) and at the Company's request assign (and do everything necessary to assist in the assignment of) your intellectual property rights in the same in any jurisdiction worldwide to the Company without receiving payment.

You hereby agree to enter into a detailed intellectual property assignment agreement, with Company and/or its customers, when requested by Company.

**Change in Personal Data:** You will keep us informed in writing of any change in your residential address, your civil status, and educational/Professional Qualification, so as to keep all records updated and accurate at all times. Any notice required to be given to you shall be deemed to have been duly and properly served if delivered to you personally or thru e-mail or sent by registered post to you at your address, as recorded with the company.

**Statement of Facts:** It must be specifically understood that this offer is made based on your proficiency on the technical / professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, any information furnished by you in your application or during the selection process is found to be incorrect/false/misleading, and/or if it is found that you have suppressed any material information in respect of your qualification or past experience, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company reserves the right to terminate your services anytime without notice or compensation in line thereto.

You covenant that as at the date of joining Company you will not be under any obligation, restriction or duty, whether express or implied, to any third party which might or will adversely affect your ability to enter into this employment or which might or will prevent or restrict you wholly or in part, from performing the duties herein.

**Policies and Practices:** The employment terms contained in this letter are not exhaustive and are subject to company policies. You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may amend/abrogate/modify/ rescind from time to time and to indemnify the Company for any loss suffered as a consequence of a breach by you of the Company's rules, regulations, instructions, policies, practices and procedures.

REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 610 005, TAMIL NADU.



**PHOTON**

**Undertaking:** By signing this offer letter you have accepted the said offer and you have commitment to join the Company as mentioned in the offer letter. You understand and acknowledge that based on your acceptance Company has made the resource planning for its projects. Your failure or refusal to join the Company after your acceptance will seriously affect Company's project leading to business loss.

If you fail or refuse to join the Company as mentioned in the offer letter after accepting the same, the Company has the right to recover the cost involved in your recruiting process; you are liable to pay the cost or an amount equivalent to 10% of the offered CTC whichever is higher. Failing which the Company reserves its right to recover the same and take such action as it deems necessary, including but not limited to obtaining ex parte garnishee court orders from appropriate courts of law, initiating criminal and civil action, and other such actions.

All Company policies are available on the Company Intranet. You are advised to go through these policies and strictly adhere to them.

Violation, Non-compliance or breach of any of the Company policies and regulations shall be considered as serious misconduct and dereliction of duty, which can call for immediate termination of employment.

Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provision of this agreement shall continue in full force and effect.

You are required to report to the Photon office: (Photon Interactive Pvt Ltd, # 1 / 124, Mount Ponnammallee Road, Shivaji Gardens, Manipakkam, Chennai - 600 089.) at 9.00 am on the date of your joining, and the offer stands withdrawn thereafter, unless the reporting date is extended and communicated to you in writing. Please ensure that you reach the office at the designated time for the joining formalities.

We hope that our association will be a long, fruitful and mutually satisfactory one.

Yours sincerely,

**For Photon Interactive Private Limited,**

**RENIL KUMAR E K**  
**CHIEF HUMAN RESOURCE OFFICER**

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ AND FULLY UNDERSTOOD AND ACCEPT ALL THE CONTENTS OF THIS EMPLOYMENT LETTER AND THAT I AM VOLUNTARILY ENTERING INTO THIS EMPLOYMENT. I UNDERSTAND THAT I AM REQUIRED TO SIGN THIS EMPLOYMENT LETTER AS A CONDITION OF MY EMPLOYMENT.

Signature:

Date:

Enclosures:

Annexure: 1- Salary Stick Up Sheet;

**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-25 of the UGC Act 1956),  
THANJAVUR-613 001, TAMIL NADU.





DLF IT Park, Block 5, Floor 2,  
1/124, Mount Poonamallee Road,  
Manapakkam, Chennai - 600 089.

#### Annexure- I Salary

##### Stack-Up Sheet

Name: Varun Karthik V

Designation: Executive - Business Development

Salary details (Computed on a monthly basis):

Basic	Rs.18,750/-
HRA	Rs.9,375/-
Other Allowances	Rs.4,613/-
Gross Salary	Rs.32,738/-

- This compensation is subject to statutory deductions viz. PF (Employee's contribution), Professional tax and Income tax, etc. as per the statutory requirements.

##### Total Compensation details (Annual Basis)

Gross Salary	Rs.392,856/-
PF (Employer's Contribution)	Rs.21,000/-
Gratuity ***	Rs.10,824/-
Bonus (Statutory) *	Rs.24,720/-
Performance Linked Incentive **	Rs.300,000/-
Cost to the Company	Rs.758,600/-

\* Bonus payable on a Monthly basis.

\*\* Paid on a Bi-annual basis, subject to your individual performance.

\*\*\* Payable as per the prevailing norms of The Payment of Gratuity Act 1972.

For Photon Interactive Private Limited,

  
BENIL KUMAR E K  
CHIEF HUMAN RESOURCE OFFICER

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
1<sup>st</sup> A of the UGC Act, 1956),  
THANJAVUR - 601 004, TAMIL NADU.

# Thyrocare®

Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

Ms. V. SUVITHA  
D/o. N. Vengatesh Kumar  
No 13/B, Nethaji Street  
Pattakottai - 614601

Greetings Ms. V. SUVITHA,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 06/09/2023, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 28,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,

  
Authorized Signatory



  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 002, TAMILNADU.

# Thyrocare®

Think Thyroid. Think Thyrocare.

## Thyrocare Technologies Limited

D-37/1, MIDC, Turbhe, Opp. Sandoz, Navi Mumbai - 400 701. Email: [wellness@thyrocare.com](mailto:wellness@thyrocare.com)



## APPOINTMENT ORDER

To

Ms. V. DHANA LAKSHMI  
D/o. X. Joseph Fernandes  
12/B, Rajiv Gandhi Street  
Mudaliarpet  
Pondicherry

Dear Ms. V. DHANA LAKSHMI,

Sub: Appointment Order - reg

Based on the campus interview at PRIST University, Thanjavur, we are delighted to officially appoint you to the position of Lab Technician Delta Lab, Pondicherry. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

Job Title	:	Lab Technician
Department	:	Clinical Biochemistry
Reporting to	:	Dr. T. Radhiga, Lab Manager, Delta Lab
Start Date	:	24.07.2023
Compensation	:	Rs. 28,000/- per month

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

  
REGISTRAR,  
Periyar Ramalingam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
under the UGC Act, 1956),  
THANJAVUR-606 001, TAMIL NADU.

  
[K. RAMASAMY]



Date: 03/07/2023

**APPOINTMENT ORDER**

To

Ms. B. ANUSUYA  
D/o. G. Bhraanidharan  
Door No 15/2, Murugan Kovil Street  
Ayyampettai - 614201

Dear Mr. SIVA RAMAKRISHNAN, N. S,

Sub: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

**1. Date of Appointment**

Your appointment is effective from 13/07/2023

**2. Compensation Package**

You will be paid Rs. 28,000/- per month.

**3. Probation and Confirmation**

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

**4. Service Rules**

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



REGISTRAR,

Ponniyiah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANDIYUR - 600 059, TAMIL NADU.







## MICRO LABS LIMITED

No-11, 8nak Street, Kilpauk, Chennai - 600010, INDIA

---

Date: 22/08/2023

### OFFER OF AN APPOINTMENT

Dear Mr. M. KISHOR,

Sub: Letter of Appointment - reg.

With reference to your application & subsequent interviews with us we are pleased to offer you the post of Research Associate in our organization as per agreed terms and condition.

Your consolidated package Rs.35,000/- per month will be as per discussion at the time of interview you will be on probation period for six months from the date of joining. Your date of joining will be on or before date 12/09/2023. The detailed Appointment Letter and Job Description will be issued later on.

Please find a duplicate copy of this letter and return it back to us duly signed as a token of your acceptance.

We welcome you in our organization and wish you a long and prosperous career with us.

With best wishes

Sincerely,

For Micro Labs Limited

Authorized Signatory



REGISTRAR,  
Ponnaiyeh Ramajayam Institute of  
Science & Technology (PRIEST),  
(Institution Deemed to be University  
U-2 of the UGC Act, 1956),  
THANDIYUR, K-3 VILL, TAMIL NADU.

# Thyrocare®

The Trust. The Truth.

## APPOINTMENT LETTER

To

Ms. B. PAVITHRA  
D/o. S. Balamurugan  
Thanjavur -613006.

Greetings Ms. B. PAVITHRA,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 06/09/2023, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 28,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
(No. 2 of the UGC Act, 1956).  
SHARUL PURI, 512 403, TAMIL NADU.

# Thyrocare®

Think Thyroid. Think Thyrocare.

## Thyrocare Technologies Limited



Date: 03/07/2023

**APPOINTMENT ORDER**

To

Mr. M. KAVYAN,  
S/o. K. Mohanachandran  
No 4, Mannai Salai  
Muthupet - 614704

Dear Mr. M. KAVYAN,

Sub: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 13/07/2023

2. Compensation Package

You will be paid Rs. 28,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



REGISTRAR,  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Udy 3 of the UGC Act, 1956),  
T-ANDI, PULLESTI, DIST. TAMIL NADU.



# Thyrocare®

Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

Ms. V. ARUNA  
D/o K. Varjiniathan  
No 7, BSB Complex  
Win Nagar  
Sengipatti - 613402,

Greetings Ms. V. ARUNA,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 06/09/2023, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 28,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

Pennaiyeh Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-2 of the UGC Act, 1956),  
THANJAVUR - 612 023, TAMIL NADU.

# Thyrocare®

Think Thyroid. Think Thyrocare.

## Thyrocare Technologies Limited



## MICRO LABS LIMITED

No-11, 8nak Street, Kilpauk, Chennai - 600010, INDIA

---

Date: 22/08/2023

### OFFER OF AN APPOINTMENT

Dear Ms. M. AJITHA,

Sub: Letter of Appointment - reg.

With reference to your application & subsequent interviews with us we are pleased to offer you the post of Research Associate in our organization as per agreed terms and condition.

Your consolidated package Rs.35,000/- per month will be as per discussion at the time of interview you will be on probation period for six months from the date of joining. Your date of joining will be on or before date 12/09/2022. The detailed Appointment Letter and Job Description will be issued later on.

Please find a duplicate copy of this letter and return it back to us duly signed as a token of your acceptance.

We welcome you in our organization and wish you a long and prosperous career with us.

With best wishes

Sincerely,

For Micro Labs Limited

Authorized Signatory



REGISTRAR,

Ponnalyah Ramaswamy Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
12a 3 of the UGC Act, 1956),  
THANJAVUR - 612 001, TAMIL NADU.





## APPOINTMENT ORDER

To

Mr. M. VIGNESH  
S/o. R. Mahesk Kumar  
Thanjavur

Dear Mr. M. VIGNESH,

Sub: Appointment Order - reg

Based on the campus interview at PRIST University, Thanjavur, we are delighted to officially appoint you to the position of Lab Technician Delta Lab, Pondicherry. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

Job Title	:	Lab Technician
Department	:	Clinical Biochemistry
Reporting to	:	Dr. T. Radhiga, Lab Manager, Delta Lab
Start Date	:	24.07.2023
Compensation	:	Rs. 28,000/- per month

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

[K. RAMASAMY]

REGISTRAR,  
Ponnaiyali Ramajeyam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
115(3) of the UGC Act, 1956),  
THANJAVUR, TAMIL NADU.



## APPOINTMENT ORDER

To

Mr. K. SARAVANAN  
S/o. A. Karthikeyan  
Doct No 6/13, Om Sakthi Complex  
Vandikara Street  
Chidambaram - 608001

Dear Mr. K. SARAVANAN,

Sub: Appointment Order - reg

Based on the campus interview at PRIST University, Thanjavur, we are delighted to officially appoint you to the position of Lab Technician Delta Lab, Pondicherry. We were highly impressed with your qualifications, experience, and interview performance, and we believe you will excel in this role.

Appointment Details:

Job Title	:	Lab Technician
Department	:	Clinical Biochemistry
Reporting to	:	Dr. T. Radhiga, Lab Manager, Delta Lab
Start Date	:	24.07.2023
Compensation	:	Rs. 28,000/- per month

We eagerly anticipate your contributions and growth within our organization.

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Declared to be University  
by U of P Act No. 63 of 1956),  
THANJAVUR - 610 002, TAMIL NADU.

Sincerely,

  
[K. RAMASAMY]

Appointment Order

Date: 05/07/2023

Dear Mr. N. SIVA,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 18,000/- Month

Joining Date: 26/07/2023

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



REGISTRAR,  
Ponnaiyil-Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
As per the UGC Act, 1956),  
THIRU. J. R. 103, TAMIL NADU.





Date: 03/07/2023

**APPOINTMENT ORDER**

To

Ms. V. ABITHA  
D/o. C. Vadivelan  
10 B, Saravana Complex  
Pattukkottai - 614601

Dear Ms. V. ABITHA,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 13/07/2023

2. Compensation Package

You will be paid Rs. 28,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



REGISTRAR,  
Ponnaiyeh Ramajayam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
Under the UGC Act, 1956,  
THANJAVUR - 613 001, TAMIL NADU.



Appointment Order

Date: 05/07/2023

Dear Mr. R. KARTHIKEYAN,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 18,000/- Month

Joining Date: 26/07/2023

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



REGISTRAR,  
Ponnaiyeh Ramajayam Institute of  
Science & Technology (PRIEST),  
(Institution Deemed to be University  
U-2 in the UGC Act, 1956),  
THIRUPPUR - 620 003, TAMIL NADU.

Appointment Order

Date: 05/07/2023

Dear Ms. E. YOGESH,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 18,000/- Month

Joining Date: 26/07/2023

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



REGISTRAR,  
Ponnaiyil Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
MADRASUR, 605 006, TAMIL NADU.

July 18, 2023



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : J. GOWSALYA  
DEPARTMENT : B.SC., MICROBIOLOGY  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9894252418

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
1993 of the UGC Act, 1956,  
THANJAVUR-612 005, TAMIL NADU.





Nov 03, 2023

Dear Ms. R. GUNASEELI,

This is reference to your application for employment and the subsequent interview you had with us for the position of **Assistant - Quality Control in Kothari Sugars and Chemicals Ltd, Chennai**. Pursuant to the interview and the subsequent discussions we had, we are pleased to make an offer for the aforesaid position on terms and conditions given below:

1. You shall join on or before **13<sup>th</sup> Nov, 2023**, failing which, the offer stands automatically revoked unless extended by the Company, by issuing a letter in this behalf.
2. You shall receive a monthly salary of **Rs. 10,000/-**
3. The remuneration has taken into consideration the status and responsibility of the appointment and as such you shall not be entitled to any other payment by way of deferred wage, over time, extra duty and other allowances normally payable to non-management staff.
4. Company at its discretion may transfer you at any time to any office of the Company or its associate organizations, depending upon the Company's priorities and exigencies of work.
5. The Provident Fund and as per statutory provisions and Company rules, as the case may be, shall be included in the Cost to Company.

Kindly sign on this copy and return to us as acceptance of this Offer.

Yours faithfully,

for **Kothari Sugars and Chemicals Ltd**

*J. Victor Antony*  
**J. Victor Antony**  
**Human resources**



*[Signature]*  
**REGISTRAR,**  
Pranayash Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
The 2 of the UGC Act, 1956).  
THANJAVUR-601 006, TAMIL NADU.

**Registered Office & Corporate Headquarters:** Kothari Buildings, No.115, Mahatma  
Gandhi Salai, Nungambakam, Chennai 600 034, Tamil Nadu, India



Date: 24/07/2023

To

Mr. S. MANIKANDARAJA  
S/o. A. Somasundaram  
No.369/3, South Street  
Ponnappur - Po  
Orathanadu - Tk  
Thanjavur - 614 904

Greetings Mr. S. MANIKANDARAJA,

Sub: Letter of Appointment - reg.

Congratulations! We are pleased to confirm that you have been selected to work for Suma Agro India Private Limited, Chennai. We are delighted to make you the following job offer. The position we are offering you is that of Quality Controller - Microbiology at a monthly salary of Rs.14,000/- per month. This position reports to Dr. P. Selvaraj, Senior Scientist. Your working hours will be from 9AM to 6PM, Monday to Saturday.

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C (Employees' Provident Fund)

We would like you to start work on 07/08/2023, at 9.30 AM. Please report to Mr. K. Ravichandran, HR Department for documentation and orientation. If this date is not acceptable, please contact me immediately.

Sincerely,

For SUMAAGRO INDIA PRIVATE LIMITED.,



Arjunan Govindan  
Senior Manager - Human Resources



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
U-3 of the UGC Act, 1956,  
THANJAVUR-614 003, TAMIL NADU.

**SUMA AGRO**  
INDIA PRIVATE LIMITED

Nov 03, 2023

Dear Mr. R. KARTHICKRAJA,

This is reference to your application for employment and the subsequent interview you had with us for the position of **Assistant - Quality Control in Kothari Sugars and Chemicals Ltd, Chennai**. Pursuant to the interview and the subsequent discussions we had, we are pleased to make an offer for the aforesaid position on terms and conditions given below:

1. You shall join on or before **13<sup>th</sup> Nov, 2023**, failing which, the offer stands automatically revoked unless extended by the Company, by issuing a letter in this behalf.
2. You shall receive a monthly salary of **Rs. 10,000/-**
3. The remuneration has taken into consideration the status and responsibility of the appointment and as such you shall not be entitled to any other payment by way of deferred wage, over time, extra duty and other allowances normally payable to non-management staff.
4. Company at its discretion may transfer you at any time to any office of the Company or its associate organizations, depending upon the Company's priorities and exigencies of work.
5. The Provident Fund and as per statutory provisions and Company rules, as the case may be, shall be included in the Cost to Company.

Kindly sign on this copy and return to us as acceptance of this Offer.

Yours faithfully,

for **Kothari Sugars and Chemicals Ltd**

*J. Victor Antony*  
**J. Victor Antony**  
**Human resources**



*[Signature]*  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
(No. 2 of the UGC Act, 1956),  
HEAU, P.O. #13, 100, TAMIL NADU.

**Registered Office & Corporate Headquarters:** Kothari Buildings, No.115, Mahatma  
Gandhi Salai, Nungambakam, Chennai 600 034, Tamil Nadu, India

July 18, 2023



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : R. POONGOTHAI  
DEPARTMENT : B.SC., MICROBIOLOGY  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9892726246

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

**REGISTRAR,**  
Permalayam Ramakrishna Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11th of the UGC Act, 1956),  
THANJAVUR - 610 003, TAMIL NADU.





Hatsun Agro Product Ltd.  
Registered Office:  
No.41 (43), Janakiram Colony Main Road,  
Janakiram Colony, Arumbakkam,  
Chennai - 600 106, Tamil Nadu, India.

02/07/2023

To

Mr. U. SANJAI  
S/o. R. Udayaraj  
Door No. 8B, Kasankulam South Street  
Patukkottai - 614601

Dear Mr. U. SANJAI,

Subj: Letter of Appointment - reg.

Regarding your application for a job with **Hatsun Agro Product Limited, Chennai**, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 12/07/2023, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 14,000/-.

We warmly welcome you to the **Hatsun Agro Product Limited** and wish you every success in your work with us.

Yours faithfully,

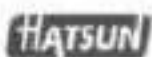
**For Hatsun Agro Product Limited**

**Authorized Signatory**



**REGISTRAR**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
1% B of the UCA Act, 1956),  
THANAI - 601 403, TAMIL NADU.

**Hatsun Agro Product Limited**





Date: 24/07/2023

To

Mr. M. SASIKUMAR  
S/o. J. Marimuthu  
No 11, Keelaveedhi  
Thanjavur - 614904

Greetings Mr. M. SASIKUMAR,

Sub: Letter of Appointment - reg.

Congratulations! We are pleased to confirm that you have been selected to work for Suma Agro India Private Limited, Chennai. We are delighted to make you the following job offer. The position we are offering you is that of Quality Controller - Microbiology at a monthly salary of Rs.14,000/- per month. This position reports to Dr. P. Selvaraj, Senior Scientist. Your working hours will be from 9AM to 6PM, Monday to Saturday.

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C (Employees' Provident Fund)

We would like you to start work on 07/08/2023, at 9.30 AM. Please report to Mr. K. Ravichandran, HR Department for documentation and orientation. If this date is not acceptable, please contact me immediately.

Sincerely,

For SUMAAGRO INDIA PRIVATE LIMITED.,



Arjunan Govindan  
Senior Manager - Human Resources



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17-A of the UGC Act, 1956),  
WARRIOR, 605 013, TAMIL NADU.

**SUMA AGRO**  
INDIA PRIVATE LIMITED





## ANDIRAN HEALTHTECH PRIVATE LIMITED

310, Second Floor, Anna Incubator,  
Platinum Jubilee Building, AIC Tech Campus,  
Anna University, Guindy, Chennai, Tamil Nadu 600025

Phone: +919361944300  
people@andiran.in  
CN: 362011TN2523PT1361825

Mr. Samu R.,  
1/4, Yoganayagipuram,  
Cholagankarai, Therkukottai,  
Thanjavur District,  
Tamil Nadu - 614 626

Date: 30.08.2024

### Subject - Offer of Appointment

Dear Mr. Samu R,

It is our pleasure to welcome you to Andiran Healthtech Private Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our organization as **Junior Backend Developer**.
2. Your "Annual Total Cash Compensation" will be INR 2,00,000 (Indian Rupees Two Lakhs only). Please refer to **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in Annexure-B.
5. You are required to join on or before **01-September-2024**. The details of the joining location will be shared with you at a later date. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to carry originals of, ID Proof (Aadhaar & PAN Card) Education Certificates, Previous Employment Service letters, Last drawn Salary Slip (Last 3 Months), Passport and any other relevant documents. You are requested to bring self-attested the copies of the same to be submitted to the HR Team on joining.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to people@andiran.in latest by **31-August-2024**.
9. For any clarification / further information on Employment terms and conditions, please get in touch with us at people@andiran.in

For Andiran Healthtech Private Limited

Signature of Candidate

Kiran Panneerselvam  
Director



Accepted Date **9.9.2024**

REGISTRAR  
TAMIL NADU  
Institution Deemed to be University  
U-3 of the UGC Act, 1956  
TAMIL NADU, CHENNAI, TAMIL NADU

Encl: Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Confidentiality Agreement), Annexure-E (Intellectual Property Assignment), Annexure-F - (General Covenant).



**Call the name**

566: Provisional Offer Letter for Trainee Tutor

\*You will be registered as an "Online Tutor" on successfully completing the training and responding quickly. benchmarks are other necessary parameters to get standards as by Focus Education Pvt. Ltd. If at any stage, you do not qualify the conditions or any other training requirements, then this appointment will either be null and void with no financial effect.

\*You would be required to submit your original SSAT scores card and English degree certificate(s) in your hand, which will be in our safe custody during the grant upon which is provided as per below terms and conditions is you after the term expires. A receipt of acknowledgment in this offer will be given to you along with this offer letter, which you would be required to produce at the time of withdrawing your original documents.

The Director of Foreign Relations P.M. Ltd. is Steel and Machine

© 2004 Blackwell Publishing Ltd

Name: Kartikravan, R.

**REGISTRAR,**  
Ponniyiah Ramalingam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Under the UGC Act, 1956),  
Tamil Nadu, 621 003, TAMIL NADU.

**POCOS EDIMATIC PVT. LTD.**  
# 505, 3rd Floor, 505/506 Complex, Vafra Road, Coimbatore - 641 015.  
Reg. Office #401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037, 1038, 1039, 1040, 1041, 1042, 1043, 1044, 1045, 1046, 1047, 1048, 1049, 1050, 1051, 1052, 1053, 1054, 1055, 1056, 1057, 1058, 1059, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1074, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1083, 1084, 1085, 1086, 1087, 1088, 1089, 1090, 1091, 1092, 1093, 1094, 1095, 1096, 1097, 1098, 1099, 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1130, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1138, 1139, 1140, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, 1152, 1153, 1154, 1155, 1156, 1157, 1158, 1159, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1170, 1171, 1172,

Let  $\mathbf{H}_1$  be the hypothesis that the coin is biased to come up heads.



Calicutore:

Dear Kowsalya K,

Sub: Recruitment Offer Letter for Trainee Tutor

We are pleased to offer you the professional position for a "Trainee Tutor".

You will be appointed as an "Online Tutor" on successfully completing the taking and comparing quality benchmarks and other necessary parameters as per standards set by Focus EduMatics Pvt.Ltd. If at any stage, you do not qualify the certification or any other taking requirements, then this appointment offer stands void and your will terminate offer.

On your appointment, the remuneration during your training period will be **Rs.40000/-** (Ru. Forty thousand Only) till the time that you successfully complete your certification, which could be around **20-30 days maximum** from your date of joining us. After you complete your taking & certification, your total annual compensation package will be: **Rs. 4,32,000 /- (Rupees Four Lakh Fifty Two Thousand Only)**. This will be fixed in the Company but not limited to be fixed salary and other components as per the Company's latest structure. The details of the same will be forwarded to you upon receiving your job acceptance.

You shall be required to submit your original VSLC marks card and highest degree certificate marks card, which will be in use with us only during the agreed upon lock-in period as per below terms and retained by you after the term expires. A receipt of acknowledgement to this offer will be given to you along with this offer letter, which you would be required to produce at the time of submitting your original documents.

- You will be bound to serve a service period of 2 months to one year as per arrangement from the organization.
- Your Certificate will be locked in for a period of One Year. During this lock-in period if you resign then you will have to serve the service period or reimburse the salary equivalent to service period to the company.

The decision of Focus EduMatics Pvt.Ltd. is final and binding.

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

With you great faith,

Yours truly,  
Ajith Kumar K  
HR Executive  
Focus EduMatics Pvt. Ltd.  
Calicutore - 18.

Name: Kowsalya K.

Signature:

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11th A of the UGC Act, 1956),  
THANJAVUR - 606 003, TAMIL NADU.

**FOCUS EDMATICS PVT. LTD.**  
#100, Sri Pooni (Jothi) Garden Complex, Sathy Road, Coimbatore- 641 012.  
Reg. Office: 401-1, 401-2A, 401-3, 401-4, 401-5, 401-6, 401-7, 401-8, 401-9, 401-10, 401-11, 401-12, 401-13, 401-14, 401-15, 401-16, 401-17, 401-18, 401-19, 401-20, 401-21, 401-22, 401-23, 401-24, 401-25, 401-26, 401-27, 401-28, 401-29, 401-30, 401-31, 401-32, 401-33, 401-34, 401-35, 401-36, 401-37, 401-38, 401-39, 401-40, 401-41, 401-42, 401-43, 401-44, 401-45, 401-46, 401-47, 401-48, 401-49, 401-50, 401-51, 401-52, 401-53, 401-54, 401-55, 401-56, 401-57, 401-58, 401-59, 401-60, 401-61, 401-62, 401-63, 401-64, 401-65, 401-66, 401-67, 401-68, 401-69, 401-70, 401-71, 401-72, 401-73, 401-74, 401-75, 401-76, 401-77, 401-78, 401-79, 401-80, 401-81, 401-82, 401-83, 401-84, 401-85, 401-86, 401-87, 401-88, 401-89, 401-90, 401-91, 401-92, 401-93, 401-94, 401-95, 401-96, 401-97, 401-98, 401-99, 401-100, 401-101, 401-102, 401-103, 401-104, 401-105, 401-106, 401-107, 401-108, 401-109, 401-110, 401-111, 401-112, 401-113, 401-114, 401-115, 401-116, 401-117, 401-118, 401-119, 401-120, 401-121, 401-122, 401-123, 401-124, 401-125, 401-126, 401-127, 401-128, 401-129, 401-130, 401-131, 401-132, 401-133, 401-134, 401-135, 401-136, 401-137, 401-138, 401-139, 401-140, 401-141, 401-142, 401-143, 401-144, 401-145, 401-146, 401-147, 401-148, 401-149, 401-150, 401-151, 401-152, 401-153, 401-154, 401-155, 401-156, 401-157, 401-158, 401-159, 401-160, 401-161, 401-162, 401-163, 401-164, 401-165, 401-166, 401-167, 401-168, 401-169, 401-170, 401-171, 401-172, 401-173, 401-174, 401-175, 401-176, 401-177, 401-178, 401-179, 401-180, 401-181, 401-182, 401-183, 401-184, 401-185, 401-186, 401-187, 401-188, 401-189, 401-190, 401-191, 401-192, 401-193, 401-194, 401-195, 401-196, 401-197, 401-198, 401-199, 401-200, 401-201, 401-202, 401-203, 401-204, 401-205, 401-206, 401-207, 401-208, 401-209, 401-210, 401-211, 401-212, 401-213, 401-214, 401-215, 401-216, 401-217, 401-218, 401-219, 401-220, 401-221, 401-222, 401-223, 401-224, 401-225, 401-226, 401-227, 401-228, 401-229, 401-230, 401-231, 401-232, 401-233, 401-234, 401-235, 401-236, 401-237, 401-238, 401-239, 401-240, 401-241, 401-242, 401-243, 401-244, 401-245, 401-246, 401-247, 401-248, 401-249, 401-250, 401-251, 401-252, 401-253, 401-254, 401-255, 401-256, 401-257, 401-258, 401-259, 401-260, 401-261, 401-262, 401-263, 401-264, 401-265, 401-266, 401-267, 401-268, 401-269, 401-270, 401-271, 401-272, 401-273, 401-274, 401-275, 401-276, 401-277, 401-278, 401-279, 401-280, 401-281, 401-282, 401-283, 401-284, 401-285, 401-286, 401-287, 401-288, 401-289, 401-290, 401-291, 401-292, 401-293, 401-294, 401-295, 401-296, 401-297, 401-298, 401-299, 401-300, 401-301, 401-302, 401-303, 401-304, 401-305, 401-306, 401-307, 401-308, 401-309, 401-310, 401-311, 401-312, 401-313, 401-314, 401-315, 401-316, 401-317, 401-318, 401-319, 401-320, 401-321, 401-322, 401-323, 401-324, 401-325, 401-326, 401-327, 401-328, 401-329, 401-330, 401-331, 401-332, 401-333, 401-334, 401-335, 401-336, 401-337, 401-338, 401-339, 401-340, 401-341, 401-342, 401-343, 401-344, 401-345, 401-346, 401-347, 401-348, 401-349, 401-350, 401-351, 401-352, 401-353, 401-354, 401-355, 401-356, 401-357, 401-358, 401-359, 401-360, 401-361, 401-362, 401-363, 401-364, 401-365, 401-366, 401-367, 401-368, 401-369, 401-370, 401-371, 401-372, 401-373, 401-374, 401-375, 401-376, 401-377, 401-378, 401-379, 401-380, 401-381, 401-382, 401-383, 401-384, 401-385, 401-386, 401-387, 401-388, 401-389, 401-390, 401-391, 401-392, 401-393, 401-394, 401-395, 401-396, 401-397, 401-398, 401-399, 401-400, 401-401, 401-402, 401-403, 401-404, 401-405, 401-406, 401-407, 401-408, 401-409, 401-410, 401-411, 401-412, 401-413, 401-414, 401-415, 401-416, 401-417, 401-418, 401-419, 401-420, 401-421, 401-422, 401-423, 401-424, 401-425, 401-426, 401-427, 401-428, 401-429, 401-430, 401-431, 401-432, 401-433, 401-434, 401-435, 401-436, 401-437, 401-438, 401-439, 401-440, 401-441, 401-442, 401-443, 401-444, 401-445, 401-446, 401-447, 401-448, 401-449, 401-450, 401-451, 401-452, 401-453, 401-454, 401-455, 401-456, 401-457, 401-458, 401-459, 401-460, 401-461, 401-462, 401-463, 401-464, 401-465, 401-466, 401-467, 401-468, 401-469, 401-470, 401-471, 401-472, 401-473, 401-474, 401-475, 401-476, 401-477, 401-478, 401-479, 401-480, 401-481, 401-482, 401-483, 401-484, 401-485, 401-486, 401-487, 401-488, 401-489, 401-490, 401-491, 401-492, 401-493, 401-494, 401-495, 401-496, 401-497, 401-498, 401-499, 401-500, 401-501, 401-502, 401-503, 401-504, 401-505, 401-506, 401-507, 401-508, 401-509, 401-510, 401-511, 401-512, 401-513, 401-514, 401-515, 401-516, 401-517, 401-518, 401-519, 401-520, 401-521, 401-522, 401-523, 401-524, 401-525, 401-526, 401-527, 401-528, 401-529, 401-530, 401-531, 401-532, 401-533, 401-534, 401-535, 401-536, 401-537, 401-538, 401-539, 401-540, 401-541, 401-542, 401-543, 401-544, 401-545, 401-546, 401-547, 401-548, 401-549, 401-550, 401-551, 401-552, 401-553, 401-554, 401-555, 401-556, 401-557, 401-558, 401-559, 401-560, 401-561, 401-562, 401-563, 401-564, 401-565, 401-566, 401-567, 401-568, 401-569, 401-570, 401-571, 401-572, 401-573, 401-574, 401-575, 401-576, 401-577, 401-578, 401-579, 401-580, 401-581, 401-582, 401-583, 401-584, 401-585, 401-586, 401-587, 401-588, 401-589, 401-590, 401-591, 401-592, 401-593, 401-594, 401-595, 401-596, 401-597, 401-598, 401-599, 401-600, 401-601, 401-602, 401-603, 401-604, 401-605, 401-606, 401-607, 401-608, 401-609, 401-610, 401-611, 401-612, 401-613, 401-614, 401-615, 401-616, 401-617, 401-618, 401-619, 401-620, 401-621, 401-622, 401-623, 401-624, 401-625, 401-626, 401-627, 401-628, 401-629, 401-630, 401-631, 401-632, 401-633, 401-634, 401-635, 401-636, 401-637, 401-638, 401-639, 401-640, 401-641, 401-642, 401-643, 401-644, 401-645, 401-646, 401-647, 401-648, 401-649, 401-650, 401-651, 401-652, 401-653, 401-654, 401-655, 401-656, 401-657, 401-658, 401-659, 401-660, 401-661, 401-662, 401-663, 401-664, 401-665, 401-666, 401-667, 401-668, 401-669, 401-670, 401-671, 401-672, 401-673, 401-674, 401-675, 401-676, 401-677, 401-678, 401-679, 401-680, 401-681, 401-682, 401-683, 401-684, 401-685, 401-686, 401-687, 401-688, 401-689, 401-690, 401-691, 401-692, 401-693, 401-694, 401-695, 401-696, 401-697, 401-698, 401-699, 401-700, 401-701, 401-702, 401-703, 401-704, 401-705, 401-706, 401-707, 401-708, 401-709, 401-710, 401-711, 401-712, 401-713, 401-714, 401-715, 401-716, 401-717, 401-718, 401-719, 401-720, 401-721, 401-722, 401-723, 401-724, 401-725, 401-726, 401-727, 401-728, 401-729, 401-730, 401-731, 401-732, 401-733, 401-734, 401-735, 401-736, 401-737, 401-738, 401-739, 401-740, 401-741, 401-742, 401-743, 401-744, 401-745, 401-746, 401-747, 401-748, 401-749, 401-750, 401-751, 401-752, 401-753, 401-754, 401-755, 401-756, 401-757, 401-758, 401-759, 401-760, 401-761, 401-762, 401-763, 401-764, 401-765, 401-766, 401-767, 401-768, 401-769, 401-770, 401-771, 401-772, 401-773, 401-774, 401-775, 401-776, 401-777, 401-778, 401-779, 401-780, 401-781, 401-782, 401-783, 401-784, 401-785, 401-786, 401-787, 401-788, 401-789, 401-790, 401-791, 401-792, 401-793, 401-794, 401-795, 401-796, 401-797, 401-798, 401-799, 401-800, 401-801, 401-802, 401-803, 401-804, 401-805, 401-806, 401-807, 401-808, 401-809, 401-810, 401-811, 401-812, 401-813, 401-814, 401-815, 401-816, 401-817, 401-818, 401-819, 401-820, 401-821, 401-822, 401-823, 401-824, 401-825, 401-826, 401-827, 401-828, 401-829, 401-830, 401-831, 401-832, 401-833, 401-834, 401-835, 401-836, 401-837, 401-838, 401-839, 401-840, 401-841, 401-842, 401-843, 401-844, 401-845, 401-846, 401-847, 401-848, 401-849, 401-850, 401-851, 401-852, 401-853, 401-854, 401-855, 401-856, 401-857, 401-858, 401-859, 401-860, 401-861, 401-862, 401-863, 401-864, 401-865, 401-866, 401-867, 401-868, 401-869, 401-870, 401-871, 401-872, 401-873, 401-874, 401-875, 401-876, 401-877, 401-878, 401-879, 401-880, 401-881, 401-882, 401-883, 401-884, 401-885, 401-886, 401-887, 401-888, 401-889, 401-890, 401-891, 401-892, 401-893, 401-894, 401-895, 401-896, 401-897, 401-898, 401-899, 401-900, 401-901, 401-902, 401-903, 401-904, 401-905, 401-906, 401-907, 401-908, 401-909, 401-910, 401-911, 401-912, 401-913, 401-914, 401-915, 401-916, 401-917, 401-918, 401-919, 401-920, 401-921, 401-922, 401-923, 401-924, 401-925, 401-926, 401-927, 401-928, 401-929, 401-930, 401-931, 401-932, 401-933, 401-934, 401-935, 401-936, 401-937, 401-938, 401-939, 401-940, 401-941, 401-942, 401-943, 401-944, 401-945, 401-946, 401-947, 401-948, 401-949, 401-950, 401-951, 401-952, 401-953, 401-954, 401-955, 401-956, 401-957, 401-958, 401-959, 401-960, 401-961, 401-962, 401-963, 401-964, 401-965, 401-966, 401-967, 401-968, 401-969, 401-970, 401-971, 401-972, 401-973, 401-974, 401-975, 401-976, 401-977, 401-978, 401-979, 401-980, 401-981, 401-982, 401-983, 401-984, 401-985, 401-986, 401-987, 401-988, 401-989, 401-990, 401-991, 401-992, 401-993, 401-994, 401-995, 401-996, 401-997, 401-998, 401-999, 401-1000, 401-1001, 401-1002, 401-1003, 401-1004, 401-1005, 401-1006, 401-1007, 401-1008, 401-1009, 401-1010, 401-1011, 401-1012, 401-1013, 401-1014, 401-1015, 401-1016, 401-1017, 401-1018, 401-1019, 401-1020, 401-1021, 401-1022, 401-1023, 401-1024, 401-1025, 401-1026, 401-1027, 401-1028, 401-1029, 401-1030, 401-1031, 401-1032, 401-1033, 401-1034, 401-1035, 401-1036, 401-1037, 401-1038, 401-1039, 401-1040, 401-1041, 401-1042, 401-1043, 401-1044, 401-1045, 401-1046, 401-1047, 401-1048, 401-1049, 401-1050, 401-1051, 401-1052, 401-1053, 401-1054, 401-1055, 401-1056, 401-1057, 401-1058, 401-1059, 401-1060, 401-1061, 401-1062, 401-1063, 401-1064, 401-1065, 401-1066, 401-1067, 401-1068, 401-1069, 401-1070, 401-1071, 401-1072, 401-1073, 401-1074, 401-1075, 401-1076, 401-1077, 401-1078, 401-1079, 401-1080, 401-1081, 401-1082, 401-1083, 401-1084, 401-1085, 401-1086, 401-1087, 401-1088, 401-1089, 401-1090, 401-1091, 401-1092, 401-1093, 401-1094, 401-1095, 401-1096, 401-1097, 401-1098, 401-1099, 401-1100, 401-1101, 401-1102, 401-1103, 401-1104, 401-1105, 401-1106, 401-1107, 401-1108, 401-1109, 401-1110, 401-1111, 401-1112, 401-1113, 401-1114, 401-1115, 401-1116, 401-1117, 401-1118, 401-1119, 401-1120, 401-1121, 401-1122, 401-1123, 401-1124, 401-1125, 401-1126, 401-1127, 401-1128, 401-1129, 401-1130, 401-1131, 401-1132, 401-1133, 401-1134, 401-1135, 401-1136, 401-1137, 401-1138, 401-1139, 401-1140, 401-1141, 401-1142, 401-1143, 401-1144, 401-1145, 401-1146, 401-1147, 401-1148, 401-1149, 401-1150, 401-1151, 401-1152, 401-1153, 401-1154, 401-1155, 401-1156, 401-1157, 401-1158, 401-1159, 401-1160, 401-1161, 401-1162, 401-1163, 401-1164, 401-1165, 401-1166, 401-1167, 401-1168, 401-1169, 401-1170, 401-1171, 401-1172, 401-1173, 401-1174, 401-1175, 401-1176, 401-1177, 401-1178, 401-1179, 401-1180, 401-1181, 401-1182, 401-1183, 401-1184, 401-1185, 401-1186, 401-1187, 401-1188, 401-1189, 401-1190, 401-1191, 401-1192, 401-1193, 401-1194, 401-1195, 401-1196, 401-1197, 401-1198, 401-1199, 401-1200, 401-1201, 401-1202, 401-1203, 401-1204, 401-1205, 401-1206, 401-1207, 401-1208, 401-1209, 401-1210, 401-1211, 401-1212, 401-1213, 401-1214, 401-1215, 401-1216, 401-1217, 401-1218, 401-1219, 401-1220, 401-1221, 401-1222, 401-1223, 401-1224, 401-1225,



#### Consent form

Dear Sir/Ms/Mr,

#### Job: Professional Office Lateral-Inv Trainee Trainee

We are pleased to offer you this position/position for a "Trainee Trainee".

You will be appointed as an "Office Trainee" on successfully completing the training and improving quality benchmarks and other necessary parameters as per standards set by Focus EduMatics Pvt. Ltd. If at any stage, you do not satisfy the requirements of any other training requirement, then this appointment and your status will be void and deemed as null.

On your appointment, the remuneration during your training period will be **Rs. 20,000/-** (Two Thousand Only) and the total cost you will satisfy include your contribution, which is noted as amount **25,000/-** (Two Thousand Five Hundred Only) from your date of joining us. After you complete your training & certification, your total annual compensation package will be **Rs. 2,10,000/-** (Two Lakhs Fifty Thousand Only). This will be subject to the Company's but not limited to the Focus Trainee and other Company's policy. The details of the same will be furnished to you upon receiving your job assignment.

You would be required to submit your original B.E.C. card to our HR and submit degree certificate/degree card, which will be in our HR custody during the appointment term as per the HR policy and company to the effect of your status. A receipt of acknowledgment is provided to the HR to you along with this offer letter, which you need to be submitted to HR as a reference document for your original documents.

- You will be bound to serve a notice period of 3 months to your past last to resign from the Organization.
- Your Carriage should be subject to the period of One Year, depending on the period of your service from your will, from the date of notice period or continue the existing appointment to notice period as the company.

The duration of Focus EduMatics Pvt. Ltd. is five and twenty.

Enclosing the copy of this letter and terms and conditions of your acceptance.

With respectful best,

Yours truly,

**Mr. Suresh K.**

**HR Executive**

**Focus EduMatics Pvt. Ltd.**

**Chennai - 600 001**

**Focus EduMatics E**

**Signature:**

  
**REGISTRAR,**  
Ponniah Ramujayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Utg 2 of the UGC Act, 1956),  
THANJAVUR - 601 001, TAMILNADU.

**FOCUS EDMATICS PVT. LTD.**

4/1005, 4th Floor, 20th Avenue, Chennai, Tamil Nadu, India - 600 001

Reg. Office: 4/1005, 4th Floor, 20th Avenue, Chennai, Tamil Nadu, India - 600 001

www.focusedmatrics.com

www.focusedmatrics.com



Continued...

Dear Madam/Sir,

**Job - Frontend Office Associate Trainee Trainee**

We are pleased to offer you the permanent position for a "Trainee Trainee"

You will be appointed as an "Office Trainee" and responsible for handling the incoming and outgoing of office documents and other necessary parameters as per standards set by Focus EduMatics Pvt. Ltd. It is an ongoing - role. As per quality the contribution of any other training requirements, these also opportunities and offer must not be used with intention offer.

On your appointment, the remuneration during your training period will be **Rs 10000**. (Ten Thousand Only) Within time that you successfully complete your certification, which shall be around **30-45 days** ~~provisional~~ from your date of joining us. After your complete your training & certification, your total annual remuneration package will be **Rs 6,00,000** - (Sixteen Lakh Fifty Thousand Only). This will be the cost to the Company, but not limited to the Basic Salary and other Components as per the Company's Salary Structure. The details of the same will be forwarded to you upon receiving your job acceptance.

You would be required to submit your original MAT marks card and higher degree certificate (if any), which will be in our safe custody during the agreed upon time to period as per terms and conditions and returned to you after the mark receipt. A receipt of acknowledgment to this offer will be given to you along with this offer letter, which one would be required to produce at the time of submitting your original documents.

- You will be bound to serve a notice period of 2 months to our you want to resign from the Organization.
- Your Certificate will be locked in the period of One Year. During this Lock period if you resign, then you will have to serve the notice period as indicated in the salary structure as mentioned given to the company.

The duration of Focus EduMatics Pvt. Ltd. is full and binding.

Kindly sign the copy of this letter and return as soon as you acceptance.

With your good faith

Yours truly,  
Apurva Kumar S  
HR Executive  
Focus EduMatics Pvt. Ltd.  
Chennai - 600 006

Name: Madam/Sir

Signature:

  
**REGISTRAR**  
Phaniyiah Ramaswamy Institute of  
Science & Technology (PRIST),  
(Institution deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANDIYUR, JODI MOI, TAMIL NADU.

**FOCUS EDMATICS PVT. LTD.**

A Private and Public Limited Company, Registered Office: Chennai - 600 006.  
Reg. Office: 402/1, 403, 404, Focus, Cybernet House, J. J. Road, Anna Nagar, Chennai - 600 006.  
CIN : U51109TN2012PTC000000

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





**Celebration:**

**Dear Santosh K,**

**Job: Provisional Offer Letter For Trainee Trainee**

We are pleased to offer you the provisional position for a "Trainee Trainee".

You will be appointed as a "Online Trainee" on successfully completing the joining and onboarding quality benchmarks and other necessary parameters as per standards set by Focus EduMatics Pvt. Ltd. For any stage, you do not qualify the certification or any other making requirements, then the appointment and offer made null and void without further notice.

On your appointment, the remuneration during your training period will be Rs.10000/- (Ten Thousand Only) till the time that you successfully complete your certification, which could be around 30-60 days contingent upon your due reporting on. After you complete your training & certification, your total annual compensation package will be Rs. 22,00,000/- (Rupees Two Lakh Fifty Two Thousand Only). This will be the rate to the Company but not linked to the Basic Salary and other Components as per the Company's Salary Structure. The details of the same will be provided to you upon receiving your job acceptance.

This would be required to submit your original SSC, caste and Religion paper certificate in the unit, which will be in use self-declaration during the agreed upon such a period as per below terms and retained to you after the term expires. A receipt of acknowledgment to this effect will be given to you along with this offer letter, which you would be required to produce at the time of returning your original documents.

- You will be bound to serve a notice period of 3 months to our you receive notice from the Organization.
- Your candidature will be locked in for a period of One Year. During this Lock-in period if you resign, then you will have to serve the notice period as mentioned the salary equivalent to notice period to the company.

The direction of Focus EduMatics Pvt. Ltd. is final and binding.


Kindly sign the copy of this letter and return to ours at once of your acceptance.

With you great faith,

Yours truly,  
Ajith Kumar K  
HR Executive  
Focus EduMatics Pvt. Ltd.,  
Chennai - 60.

Name: Santosh K

Signature:

  
**REGISTRAR,**  
Ponnaryah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under Sec 3 of the UGC Act, 1956)  
THANJAVUR - 601 001, TAMIL NADU.

**FOCUS EDMATICS PVT. LTD.**  
# 100, 3rd Floor, SDA Annex Complex, Nellore Road, Chennai - 601 016.  
Reg. Office: # 100, 3rd Floor, SDA Annex Complex, Nellore Road, Chennai - 601 016.  
CIN: U28120TN2016PTC000496

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







### Letter Of Intent

Date: 26/06/2019

Open Breeding:

As per your request/requirement we are pleased to offer you the position of a Customer Care Executive at our Head Office. This working position is for a term of 12 months beginning, subject to the condition that if the position for any reason is discontinued/terminated, your association will be restricted to that same (same/such/same) competence at the initial period of 12 months. This limitation, therefore, can only be extended for a one month training period after understanding of the processes at the job and workflow. During the period your salary will be 2.5 Lacs per annum. Being a trainee you will be eligible for training benefit available to regular employees. Your association completion of 6 months in the training, you will be offered a full time Customer Care Executive role and an appointment letter will be issued to you.

By accepting this offer you agree that you

- agreed to successfully complete the training program and accept the position for a period of time (two to six years) as long as the length of the training program.
- understood that loss of employment or death at any time during the training program, or loss of a loved one, might result in the need to withdraw due to an inability to meet the minimum requirements you set as a means for removal from the position and you will not receive a wage loss or compensation (pay and benefits) until you exit.
- has full and complete responsibility for the giving of the 20% bonus for the target position, particularly in giving training and evaluation of your supervisor, ability to motivate in interpreting your approach and setting your objectives, stress and control problems, and your "Success" techniques in structure.

Place the following examples in their proper context.

1. A copy of the report
2. A copy of the company's financial statements
3. A copy of the company's annual report
4. A copy of the company's annual report
5. A copy of the company's annual report
6. A copy of the company's annual report
7. A copy of the company's annual report
8. A copy of the company's annual report

Please ensure you bring the documents requested at the start of the session, failing which you may not be eligible to attend the training programme. Please indicate your attendance by signing copy of the sign-in.

Revised Order Contract to Market with Commission 2018

1981-1982  
1983-1984  
1985-1986

**ACCEPTANCE OF OFFER**  
I accept this offer under the terms and conditions outlined

Signature	
Name	Supervisor
Date	

Perumiyah Ramakrishna Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
by S of the UGC Act, 1956),  
TRANDURG, CHENNAI, TAMIL NADU.





HRHNEXT SERVICE PVT.LTD

HRHNext Service India,  
2nd Floor, 24th Main Road, 1st  
Cross, 2nd Main Road, 1st  
Cross, 2nd Main Road,  
Bangalore-560011  
www.hrhnext.com

## Letter Of Intent

Date: 28/06/2023

Dear Arund K,

As per your request/application we are pleased to offer you the position of a full time **Trainee** in our **Foundation** office. This training position is for a term of **6 (Six)** months beginning, subject to the condition that if the position for any reason is disallowed/terminated/terminated, your association will be restricted to that period. Upon successful completion of the initial process of training/conditioning/education, you will be considered for a job based training to get better understanding of the processes on the job and work floor. During this period your salary will be **2.56 Lakhs per annum**. We're a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of **6 months** on the job training, you will be offered a full time **Business Associate** role and an appointment letter will be issued to you.

By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (if paid) salary; and
- You will take responsibility for getting the skills required for the target position, participate in on going planning and execution of your training plan, actively participate in completing your opportunities and setting your objectives, discuss and resolve problems with your Trainer/Supervisor as they arise.

### Please bring the following documents While Visiting Office

1. A copy of Resume
2. A copy of the Experience Certificate (if any)
3. A copy of the Education Certificate (if any) or graduation certificate
4. A copy of Residential Proof (Driving License/ Voter ID Card, Passport, etc.)
5. A copy of Aadhar Card (Self and Family Members)
6. A copy of PAN Card
7. Two passport size Photos (4 Nos)
8. Bank statement for Current/Recurring

Please ensure you bring the documents as required at the start of the session, failing which you may not be eligible to attend the training programme. Please acknowledge acceptance by signing a copy of this letter.

**Note: Offer Letter is Valid till October 2023.**

Sincerely,  
HR Manager  
A. Arund K.

### ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: \_\_\_\_\_  
Name: Arund K.  
Date: \_\_\_\_\_

  
REGISTRAR

Prinnyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17's 3 of the UGC Act, 1956),  
THIRU-VARUN-CHOLAYAM, NADU.



**PONNAIYAH RAMAJAYAM INSTITUTE OF  
SCIENCE & TECHNOLOGY (PRIST)**

Declared as DEEMED TO BE UNIVERSITY  
U/s 3 of UGC Act, 1956

## **PLACEMENT OFFER LETTER FOR THE YEAR 2021-2022**



**PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY  
(PRIST)**

(Institution Deemed to be University - U/s 3 of the UGC Act, 1956)  
THANJAVUR - 613 003 - TAMIL NADU

Date: 18/07/2022

**PROVISIONAL APPOINTMENT ORDER**

We are pleased to inform that, **Mr. G. KANIMOZHI** has been provisionally selected for the appointment of **OFFICE ASSISTANT - CRD** of **PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE AND TECHNOLOGY (PRIST), THANJAVUR**. This appointment is purely performance based and subject to the terms & conditions of this Management. He will be paid a monthly Salary of **Rs. 9,000/- (Rupees Nine Thousand Only)**.

Confirmation Appointment Order will be issued only on submission of the following documents:

- Original Educational Qualification Certificate
- Original Certificate for the service claimed in the application
- Original Relieving Order from the institution, where recently relieved from the service.
- Proof for last drawn salary.



*[Signature]*  
**REGISTRAR**  
7/07/2022

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956)  
THANJAVUR - 613 003, TAMIL NADU.

**Copy to:**

Hon'ble Chancellor Sir (for kind information)  
Hon'ble Pro-Chancellor Sir  
President  
Vice-Chancellor  
Controller of Examinations  
Deputy - CRD  
Accounts Officer (West Campus)  
Technical Department  
The Concerned  
File

*[Signature]*  
**REGISTRAR,**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.

To,  
**Vidhya Devi Ramasamy**  
**Chennai**

Dear Vidhya,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10108447**.

### 1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **21-01-2022** and your place of posting is **Chennai**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

### 2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 216000 (Two lakh sixteen thousand only)**,

which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

### 3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.

  
**REGISTRAR,**  
Pennaiyan Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% 3 of the UGC Act, 1956).  
THANDIYUR - 613 103, TAMIL NADU.



#### **4. Hours of Works**

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

#### **5. Good Faith and Confidentiality**

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

#### **6. Inventions and Patents**

All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

#### **7. Background Verification**

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
1% 3 of the UGC Act, 1956,  
THANJAVUR - 613 003, TAMIL NADU.



## 8. Termination of Employment

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.
- f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:
  - i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.
  - ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
  - iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.
- g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.
- h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMILNADU.

## **9. Performance Adherence**

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis. Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

## **10. Jurisdiction**

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

## **11. Period of Employment**


The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

## **12. Business Continuity**

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

## **13. "My JD" Mobile Application**

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Uo 3 of the UGC Act, 1956),  
THANJAVUR - 613 401, TAMIL NADU.



#### 14. General

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

**Please note-**

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment. In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,  
For Just Dial Ltd.



Madhulika Singh

Regional Head - Human Resources



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
TRAPPU, P.O. - 613 403, TAMIL NADU.

**Annexure:-**
**Just Dial Ltd. - Compensation Package**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Vidhya Devi Ramasamy	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	21-01-2022	
CTC (in INR)	216000/- per annum	
Pay structure	Monthly	Annual
<b>Fixed Components</b>		
Basic	9922	119064
House Rent Allowance (HRA)	4961	59532
Customer Handling Allowance	328	3936
Conveyance Allowance	268	3216
<b>Salary (C1)</b>	<b>15479</b>	<b>185748</b>
<b>Statutory Components</b>		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	503	6036
<b>Benefit's(C2)</b>	<b>1694</b>	<b>20328</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>827</b>	<b>9924</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>18000</b>	<b>216000</b>
<b>Deductions</b>		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	117	1404
<b>Total Deductions (b)</b>	<b>1308</b>	<b>15696</b>
<b>*Net Take Home (a - b - C2)</b>	<b>14998</b>	<b>179976</b>
<b>Performance Bonus</b>		<b>0</b>
<b>***Overall CTC</b>	<b>18000</b>	<b>216000</b>

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

Yours sincerely,  
For Just Dial Limited

**Madhulika Singh**

**Regional Head - Human Resources**

**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
As per the UGC Act, 1956)  
THANJAVUR-601 403, TAMIL NADU.



Date: 24 Mar 2022

Mr. FAHEEM AHAMED H  
Dubai, UAE

OFFER LETTER

Dear Faheem Ahamed H,

Techniche Trading LLC (TT) is pleased to offer you employment at its Dubai Headquarters on the following terms and conditions:


1. Title : Sales and operation engineer
2. Joining Date : Should you accept this offer of employment, you will join TT on 01 April 2022.

This offer of employment shall remain open until 01 April 2022. If no acceptance by you hereof is received by us on or before such date, this offer shall expire.

3. Compensation : You shall be paid a salary in United Arab Emirates Dirham's ('AED'). Your total monthly compensation shall equal to AED 4,500/- payable monthly as gross salary.

Your monthly basic salary and allowances are as follows:

Basic Salary:	AED 1500/-
Living allowance	AED 1000/-
House Rent Allowance:	Shared company accommodation provided
Transport Allowance:	AED 500/-

  
REGISTRAR,  
Pannalal Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
under Sec 3 of the UGC Act, 1956),  
THANDUPUR - 613 403, TAMIL NADU.





Mobile Allowance:	Limited mobile plan provided under company account
Total Monthly Compensation:	AED3,000/-

Allowances include all amounts whatsoever over and above the Basic Salary as contemplated under the definition of "Remuneration" in Article 1 of the UAE Labour Law for the Private Sector being Federal Law No. 8 of 1980, as amended (the "Labour Law"). Basic salary is paid for 365 days per year.

4. Office Timings : You will be required to work from 9:00 a.m. to 6:00 p.m. in 6 days a week with one day weekly off and you may be required to work additional hours based on operational requirements.
5. Public Holidays : You will be entitled to all public holidays based on the government press release concerning holidays for the private sector. Any public holidays which fall during your annual vacation cannot be claimed.
6. Air Fare : You will be eligible for a cash benefit for a round-trip economy airfare in an airline at company's discretion for every completed 24 months of service to the international airport of the capital of your country of permanent residence.
7. Annual Leave : Annual Leave - 24 calendar days' vacation for the first year of service (pro-rata) and 30 days' leave thereafter for each completed 12 months of service or pro-rata (which cannot be taken during probationary period) plus any government announced public holidays, which fall on a normal working day.
8. Contract Validity : You will be employed on a limited contract and will remain in force until one party delivers to the other party 2 months written notice of termination excluding any terminations applicable under Article 120 of UAE Labour Law.

  
REGISTRAR,  
Ponnaiyeh Rajamajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17/53 of the UGC Act, 1956),  
TRANDURGHI-635 003, TAMIL NADU.



9. Medical Insurance : You will be covered by Medical Insurance as per UAE Labour Law
10. Probation : Probation period shall be for a period of six months, starting from the date of joining the Company during which time the contract may be terminated by either party by giving not less than one week's notice
11. Visa : The cost of visa stamp on the passport & visa medical for self will be borne by the Company.

In the event that your Visa application is rejected or not processed within 60 days from the date of joining then your employment with TT will stand terminated with immediate effect.

Should you fail the mandatory Medical/Fitness Test by the Dubai Health Authority, or should you resign prior to completion of one year of service, you will be required to reimburse the company all recruitment expenses including the cost of airline tickets for you to join us (if applicable), total visa process expenses, and bear you air tickets for your return to your country.

12. End of Service Gratuity : As applicable by Labour Law
13. Confidentiality/ Conduct : As per the signed Confidentiality Agreement & Code of Conduct & Ethics.

During your employment with us, you must devote your entire time and attention to the services of the company and may not be involved in any other service, occupation or business without the prior written consent of the Management.

14. Rules and Regulations : In addition to the terms and conditions set forth in this offer letter, employment contract and as described in paragraph 14, by accepting this offer of employment, you expressly and irrevocably agree that you shall follow and abide by any applicable rules and regulations issued from time to time by TT, the Government of Dubai or any other Government agencies of the United Arab Emirates.

REGISTRAR,

Pravara Rama Jayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11/53 of the UGC Act, 1956),  
TAMIL NADU.

TECHNICHE TRADING LLC

Department of Economic Development (Dept. of Dubai License 723475 | TIN # 100376843708100  
PO Box 263125 Dubai | [www.techniche.ae](http://www.techniche.ae) | [sales@techniche.ae](mailto:sales@techniche.ae)



without limitation, the terms and conditions of the Security Compliance and Non-Disclosure Agreement apply as terms and conditions of your employment.

15. Labour & Immigration Formalities

Notwithstanding any of the foregoing, you expressly agree that your employment hereunder is contingent on the successful completion of all labour and immigration formalities and the ability of TT to obtain for you the appropriate residence and employment visa.

We at TT look forward to you joining us and sincerely hope that you find your employment with us both challenging and rewarding. Please confirm your acceptance of this offer of employment by signing below where indicated "Agree and Accept."

Yours sincerely,

  
Name: Arye Distant  
Title: Managing Director  
Techniche Trading LLC

  
**REGISTRAR,**  
Ponnaiyash Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

I, the undersigned, Agree and Accept to the above terms and conditions.

Faheem Ahamed

.....  
Name



.....  
Signature

25/03/2022

.....  
Date



#### APPENDIX TO OFFER LETTER

1. This offer is subject to your passing a pre-employment medical examination
2. Your salary and allowances will be paid in arrears at the end of each month.
3. You will be entitled to sick leave as per UAE Labour Law, subject to being certified as sick by a competent medical authority. No accumulation of sick leave is permitted.
4. This offer is valid subject to completion of all formalities and submission, prior to commencement of employment, of all the required documents such as Release or End of Service Certificate from your last employer, if applicable; Education and Experience certificates (if not already submitted).
5. You will be required at all times to comply with the Company's rules, regulations and procedures, Confidentiality agreement, Employee Code of Conduct including its Quality Assurance, Environment, Health and Safety standard procedures, for the duration of your employment.
6. You may be required to provide training, coaching & guidance to other employees working with the Company & contribute to their development & enhanced performance.
7. TT reserves the right to carry out reference checks prior to your joining TT or during probationary period. Confirmation of your employment will be subject to satisfactory reference checks.
8. All aspects of this contract shall be interpreted in accordance with UAE Labour Law and Company's policies and procedures.

I hereby accept the offer of employment and the terms and conditions as detailed above.

Faheem Ahamed

.....  
Name

*H. Faheem A.*

.....  
Signature

25/03/2022

.....  
Date

*[Signature]*  
REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11/5/3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.

TECHNICHE TRADING LLC

Department of Economic Development (Dept. of Dubai License 723475) | TIN # 100376843708100  
PO Box 263125 Dubai | [www.techniche.ae](http://www.techniche.ae) | [sales@techniche.ae](mailto:sales@techniche.ae)





Ref: TCSL/DT20218031218/1625903/Chennai

Date: 27 May 2022

MR. NARANDHAR B  
B3 Ar Apartment,  
Malaikovil, Thiruverambur, Trichy,  
Tamilnadu-620013.

**Sub: Joining Letter**

Dear Mr. Narandhar B,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **21st July 2022**, your joining location is **Chennai** and work location is **Chennai**. This has been provided considering your preference and business requirements.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
As 3 of the UGC Act, 1956),  
THANJAVUR-613 403, TAMIL NADU





## TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

Based on your performance and the number of attempts taken to clear the TCS Xplore Program, you are eligible for the Readiness Incentive of **INR40000**. Your incentive will be given along with your salary, provided you:

- Join the organization on the specified date.
- Serve Minimum tenure (12 months from the date of joining) with the organization.

### Note :

- If you do not serve the minimum tenure mentioned above, the incentive provided will be recovered.
- Readiness incentive will not be given if a request for re-joining is initiated by you.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You must also fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

Private and Confidential

## TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd

Peepul Park, Technopark Campus, Kariyavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : [www.tcs.com](http://www.tcs.com)

Registered Office : Technical Building, 8th Floor, Electronics City, Bangalore - 560 021

Corporate Identification Number (CIN): L22210MH1995PLC084081

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17% B of the UGC Act, 1956)  
THANJAVUR - 606 001, TAMIL NADU

Page 12



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**  
**TCS Human Resources**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

**REGISTRAR,**  
**Ponnaiyah Ramajayam Institute of**  
**Science & Technology (PRIST),**  
**(Institution Deemed to be University**  
**U's 3 of the UGC Act, 1956),**  
**THANJAVUR - 613 403, TAMIL NADU.**



LC5/rch/India: VSR  
Page 1 of 6

AECOM India Global Services Private Ltd. +91 124 4899000000 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 0749966R2000PTC009830

**PRIVATE & CONFIDENTIAL**

Date: 21<sup>st</sup> Jan 2022

**VENKATA SUDHAKAR**  
**H.NO: 32 SRI LAKSHMI NARASIMHA**  
**BUILDING, 3RD MAIN, MADIWALA**  
**NEW EXTENSION, BENGALURU - 560068.**

Dear Venkata Sudhakar,

**APPOINTMENT LETTER AS RPA SUPPORT SPECIALIST AT AECOM INDIA GLOBAL SERVICES PRIVATE LTD.**

We are pleased to offer you an appointment as **RPA SUPPORT SPECIALIST** at career level 11 to **AECOM INDIA GLOBAL SERVICES PRIVATE LTD.** on the following terms and conditions.

You shall perform your duties as an **RPA Support Specialist** at our **Bangalore** office.

However, the Company may at its sole discretion, transfer or assign you to work in any unit or department within the Company group or the Clients' offices in India or abroad in the future depending on the exigencies of work, with or without any change in the terms and conditions of the appointment.

1. Commencement Date Your appointment will commence on **7<sup>th</sup> February 2022**.
2. Salary Your gross annual compensation package will be as stated in Annexure A by the break-up amounts stated therein. Taxes and statutory deductions if any will be borne by the employee.  
  
In all other matters concerning the allowances and benefits, you will be governed by such policies and rules as may generally apply to other staff or as specifically intimated to you, and as modified and amended from time to time. Please note the Management reserves the sole right to modify the allowances/benefits applicable in a category depending on relative merits/demerits of any individual, determined on a case-to-case basis.
3. Probation Period The initial **six months** of your employment shall be a probationary period during which either party may terminate this employment contract by giving **one month** in writing or a **month's** salary instead of notice. Your performance and suitability for continued employment will be reviewed at the end of the probation.
4. Working Hours Normal office hours are from 9.00 am to 5.30 pm, Mondays to Fridays with a ½ hour break for lunch (12.30 pm to 01.00 pm). You shall also be required to work in the shifts to ensure business continuity.

**REGISTRAR,**

Ponnaiyah Ramalingam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
(No 3 of the UGC Act, 1956),

Reg. office: 2<sup>nd</sup> Floor, Tower "A", SP Infocity, Industrial Plot No.243, Udyog Vihar Phase I, Dundahera, Gurgaon, Haryana; India (PIN-122005) (TAMIL NADU)





LC5/rch/India: VSR  
Page 2 of 6

AECOM India Global Services Private Ltd. +91 124 4898900/900 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 074996902000PTC039830

5. Overtime Due to the nature of the work involved, you may also be required to work such additional hours (outside your normal working hours) as necessary for the proper fulfillment of your duties.
6. Leave You will be entitled to the leaves as per the Company Leave policy.
7. Holidays You are entitled to public holidays in India. The list of public holidays will be published by the company every year. You hereby agree that if exigencies of work are required, you will work on any holidays. Please refer to our HR Department for details.
8. Medical Out-patient Benefit The Company will reimburse, upon presentation of the requisite receipts, the costs of medical out-patient treatment up to 8% of monthly basic salary per annum.  
All pre-existing illnesses before employment with the Company, (cost of medical treatment and prescriptions) will not be covered.
9. Insurance You are entitled to participate in the Company's Insurance and Hospitalization Plan, subject to the rules of such insurance details of which are available from the Company Policy.  
You will be provided such benefits based on the actual necessary and reasonable expenses incurred but such sum shall not exceed the maximum limit set out in the relevant insurance policy.
10. Employer Provident Fund If you are eligible, you shall be entitled to receive Employer Provident Fund contributions by the regulations of the Employer Provident Fund Board.
11. Income Tax & Business Travel Employees are fully liable for the payment of income tax payable in respect of all sourced emoluments in all jurisdictions.  
  
AECOM has a policy of 100% compliance with individual tax, corporate tax, and work authorization, if during employment, you believe you may trigger foreign individual income tax liability due to your work activities, you are advised to raise the issue immediately to your manager, Human Resources, and your Finance representatives.  
In the absence of any prior written agreement to the contrary, you shall be personally responsible to track your travel and settle any foreign individual tax that you may trigger.
12. Retirement You will automatically retire from the service of the company on attaining the age of superannuation i.e. 60 years unless the management gives an extension in writing.

  
**REGISTRAR,**  
Ponnaiyiah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Under Sec 3 of the UGC Act, 1956),  
THANJAVUR - 606 003, TAMIL NADU.



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Page 3 of 6

AECOM India Global Services Private Ltd. +91 124 4809000000 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 0749996920000PTC039830

13. Termination of  
Engagement  
After Confirmation

We may at any time terminate your engagement by giving you **months' notice** in writing or by paying you **two months** compensation package instead of notice and, except as otherwise expressly provided, you will have no further claim on us.

You may terminate your service during your engagement by giving us **months' notice** in writing or by paying us **two months** compensation package instead of notice.

However, in the event of your resignation, you can be relieved at the sole discretion of the company without payment of any balance notice period.

However, the Company will not be required to give any notice or compensation package in lieu thereof, if the termination is due to an act of indiscipline, furnishing of incorrect particulars/information during the appointment, etc.

Treatment of any outstanding leave entitlement within the notice period is at the discretion of the Company. We may instruct you to take leave on specific days within the notice period or pay for your outstanding leave entitlement.

If we terminate your engagement for the reason of indiscipline and/or misconduct, you will forfeit all accrued and untaken leave.

14. Conformity

You will conform to the Company's laid down expected standards of discipline, policies, rules, etc. As amended and modified from time to time or understood by convention as company norms. Any breach of such discipline, a commission of misconduct will render your appointment liable for termination with immediate effect, without any obligation on the Part of the Management/Company.

15. Policy and  
Procedures

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

16. Confidentiality  
Undertaking

You are required to observe and comply with the confidentiality undertakings as more particularly set out in the attached Confidentiality Undertakings. Please sign and return a copy of the attached Confidentiality Undertakings to acknowledge your acceptance and understanding of the same when you sign back a copy of your employment letter.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956).  
(H.No. 2UR-613-101, TAMIL NADU).





LC5/rch/India: VSR  
Page 4 of 6

AECOM India Global Services Private Ltd. +91 124 4899000000 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 074996602000PTC030830

Prior to commencing employment, you are requested to review the AECOM Code of Conduct and confirm your acknowledgment of receipt by completing and returning the enclosed Receipt and Acknowledgement Form. You agree and confirm that you will comply with all AECOM policies and procedures including, expressly, AECOM's Code of Conduct.

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

We would be pleased to have your confirmation in writing that you agree and accept this offer on these terms and conditions. Please sign and date the attached copy and return it to our Human Resources Department immediately.

Yours sincerely,

**AECOM INDIA GLOBAL SERVICES PRIVATE LTD.**

**Sameer Mathur**  
**Senior Director, Human Resources**  
(sameer.mathur1@aecom.com)

#### ACKNOWLEDGEMENT

I \_\_\_\_\_ S/O \_\_\_\_\_ fully understand  
and accept the appointment on the terms and conditions set out above.

Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REGISTRAR,**  
Ponnaiyah Ramalingam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
under 3 of the UGC Act, 1956),  
THANJAVUR-610 012, TAMIL NADU.



LC5/rch/India: VSR  
Page 5 of 6

AECOM India Global Services Private Ltd. +91 124 4808000000 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 074996602000PTC030830

<b>Annexure A</b>	
<b>Salary Break-Up Sheet</b>	
<b>Venkata Sudhekar</b>	
<b>RPA Support Specialist</b>	
<b>Particulars</b>	<b>Per Annum (INR)</b>
Basic Salary	594,250
House Rent Allowance	197,125
Flexible Allowance as per company policy	266,474
Internet Allowance	12,000
<b>Gross Salary</b>	<b>869,849</b>
Employer Provident Fund	47,310
Bonus - Monthly Payable	32,841
<b>Total CTC</b>	<b>950,000</b>
<b>Taxes:</b> Taxes and statutory deductions, if any will have to be borne by the employee	

Yours sincerely,

AECOM INDIA GLOBAL SERVICES PRIVATE LTD.

Sameer Mathur  
Senior Director, Human Resources  
(sameer.mathur1@aecom.com)

**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act 1956),  
THANJAVUR-613 403, TAMIL NADU.

#### ACKNOWLEDGEMENT

I \_\_\_\_\_ S/O \_\_\_\_\_ fully understand  
and accept the appointment on the terms and conditions set out above.

Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_



LC5/rch/India: VSR  
Page 6 of 6

AECOM India Global Services Private Ltd. +91 124 4899000000 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 074999692000PTC039830

### Confidentiality Undertakings

I understand that in the course of performing my duties related to my employment position, I may be given access to the company's confidential information, including but not limited to the company's financial information, business plans, analyses, reports, bids, and proposals, tendering documents, technical innovations, design, inventions, client lists, and other sensitive, privileged information and intellectual property of the company.

Similarly, there may be sensitive and privileged information of our clients to which I may be given access.

With regard to the sensitive and privileged information mentioned above, I undertake that I shall only use the information to perform my duty in the company and shall keep the information confidential. I shall not divulge the information to any person and/or any party without the company's prior written authorization. I shall exercise care to ensure the information will not be misused. In this regard, I shall not copy, download, forward, and/or print any such information use, of the company other than to discharge my duties in the company.

I shall observe and comply with the above undertakings during and after the termination of my employment with the company. If I have violated my undertaking as stipulated above, I understand I will be subject to disciplinary actions, including summary dismissal, by the company and I may be liable to the legal proceedings and consequences which may be brought against me.

For the avoidance of doubt, the reference of "Company" contained herein shall include your direct employer or any one of the following entities: (i) a company or entity that is directly or indirectly owned and/or controlled by your direct employer; (ii) a company or entity which directly or indirectly owns and/or controls your direct employer or (iii) a company or entity which is an affiliate of your direct employer being owned or controlled by the same company as mentioned in (ii).

Signed by: \_\_\_\_\_

Name:

Position:

NRIC/Passport/FIN No.

Date:

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956),  
TRANDURAI-612 103, TAMIL NADU.



# accesshealthcare

Date: March 29, 2022

Dear Karthick R

## Sub: Offer of Appointment

Further to our discussion we are pleased to offer you the position of Senior Client Partner at Access Healthcare Services Private Limited ("Company"), located at Access Healthcare ( HQ ), A9, First Main Road, Ambattur Industrial Estate, Ambattur, Chennai-600058, on the following terms and conditions:

a) Compensation: You will be paid a salary of **Rs. 5,65,000/- per annum**. Salary is computed on a Cost to Company basis and the same is outlined in the attached annexure.

Appointment letter will be issued to you on the date of joining (29-Mar-2022).

You may be required to work from office or work from home, based on Company's instructions from time to time for any reasons whatsoever. Accordingly, you shall ensure that you have in place necessary facilities including, but not limited to, broadband internet connection, network coverage, adequate workspace etc., at all times throughout your employment association with the Company.

b) You will be eligible for the benefits of leave, Provident Fund, Gratuity, etc., in accordance with the applicable laws and the rules of the Company.

c) You will be required to execute Standard Terms and Conditions of your employment and other related Agreements, upon you joining the Company.

d) The certificates and the documents produced by you will be subjected to verifications and in case of any discrepancies found during the scrutiny of the documents, the offer/employment extended by the Company shall stand automatically withdrawn.

e) This Offer is valid until 29-Mar-2022 or for a period extended solely at the discretion of the Company, which would be communicated to you in writing through e-mail. If you do not join the Company within the dates specified above, then the offer shall automatically stand cancelled.

f) This offer letter and/or subsequent employment relationship between the Company and You, can be revoked/terminated by the Company forthwith, at any time, due to any reasons whatsoever, so long as the reason for such revocation/termination is not statutorily prohibited, unreasonable or otherwise unlawful.

**Kindly confirm your acceptance of the offer and the joining date by responding back to this e-mail before 11 am tomorrow.**

We welcome you and we are confident that you will contribute in building Access Healthcare Services Private Limited into a world-class organization.

Sincerely,

For Access Healthcare Services Private Limited

Authorized Signatory

I accept this offer and the terms and conditions attached.

Signature of the Candidate

  
**REGISTRAR,**  
Pennaiyeh Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956).  
THANJAVUR - 613 403, TAMIL NADU.

Encl:

1. Remuneration Details and other benefits.
2. List of Documents to be submitted.



## Annexure - I

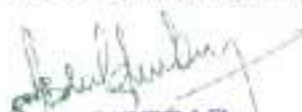
NAME: KARTHICK R  
DESIGNATION: SENIOR CLIENT PARTNER  
PROPOSED DATE OF JOINING: 29-MAR-2022

COMPENSATION DETAILS		
NAME	KARTHICK R	
DESIGNATION	SENIOR CLIENT PARTNER	
	Per Month	Per Annum
<b>A Base Components</b>		
Basic	19,500	2,34,000
DA	0	0
HRA	9,750	1,17,000
Total	29,250	3,51,000
<b>B Basket of Allowance</b>		
Transport Allowance	1,600	19,200
SDA	0	0
Special Allowance	11,555	1,38,660
Statutory bonus	1,945	23,820
Total	15,100	1,81,680
<b>Total Gross * (A+B)</b>		
	44,350	5,32,680
<b>C Annual Benefit</b>		
Retention Incentive	1,624	19,488
ESI (Employer)	0	0
Total	1,624	19,488
<b>D Retiral Benefits</b>		
PF - Company contribution	1,800	21,600
Gratuity	936	11,232
Total	2,736	32,832
<b>Total CTC (A+B+C+D)</b>	<b>48,750</b>	<b>5,85,000</b>

You are entitled to the following additional benefits, as applicable:

**1. 13th Month Pay Scheme:**

- The 13th months' pay scheme shall be applicable only to all Band 1 employees of operations and service quality department of the Accounts Receivable vertical. Pay out shall happen after completion of every one (1) year of service in the Accounts Receivable vertical. Entitlement to pay out of 13th month pay shall be in accordance with the Company's policies.

  
REGISTRAR,  
Ponnaiyali Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Uls 2 of the UGC Act, 1956),  
PONDICHERRY-605 003, TAMIL NADU.

## **Annexure - II**

1. **BTO:** I understand that, in the position I have been offered at Access Healthcare, I am expected to work from within the assigned delivery centre(s) of Access Healthcare, and there will be no option given to work from home or any other remote location.
2. **Schedule adherence – Shift timing:** I have been made aware of, and will follow, the specific shift timings assigned for my work, and I understand that no change will be granted in the shift except based on business requirements.
3. **Performance:** I understand that I need to meet performance targets.
4. **Dual employment:** I confirm that I am currently not employed with any other organization. I am aware of the dual employment clause mentioned in the employment agreement.
5. **Proxy declaration:** I confirm that I personally attended the interview with Access Healthcare leading to the offer of this position, without taking any undue assistance or support from any other party.
6. **Out of boundary:** I am aware of the Nodal Point for the pick-up and drop facility, based on the location of my residence, and I have accepted the same. I understand that transport facility will not be provided for out of boundary limits.
7. **No leaves during training:** I understand that I should avoid taking leaves during the training period barring leaves for emergency which are duly approved per process.
8. **Non-disclosure of compensation:** I understand that my compensation amount and details are to be kept confidential in all respects, and I shall not discuss them with my colleagues or any individual outside the organization.



**REGISTRAR,**

Pennaiyali Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
TRANDHUR - 610 103, TAMILNADU.

**2. Floating Medical Insurance:**

- Married Employees: Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and maximum of three dependent coverage, which includes spouse and two children.
- Unmarried Employees: Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and dependent parents.

**3. Personal Accident Insurance:** Round the clock financial protection in case of an accident anywhere in India for self only. Coverage limit: Rs.1,00,000/-

**4. 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 Rs.15,000/-. If your basic salary is above Rs.15,000/- PF contribution shall be at Rs.1,800/- per month and if your basic salary is less than Rs.15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee's PF contribution forms part of your salary structure mentioned above and is payable as per Employees Provident Fund Act, 1952.

**5. Change in statutory contributions:**

Any changes in the rate of statutory contribution, on account of statutory increase or decrease in the take home salary, shall be adjusted within the employee's salary.

## **LIST OF DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING**

On the date of joining, it is mandatory for you to submit the photocopies of the following documents (Please do bring the original testimonials for verification purpose):

- a) Educational Certificates (Original & Xerox Attested Copies) and mark-sheets (Class 10<sup>th</sup> /equivalent onwards)
- b) Relieving Letter / Accepted Copy of the Resignation from Previous Employer
- c) Experience Certificate from the previous employer.
- d) Proof of last salary drawn (Copy of salary Certificate / Salary Slip)
- e) Passport size photographs (3 nos.)
- f) Copy of Aadhar card for Address Proof & ID Proof documents.

  
**REGISTRAR,**  
Ponnaiyiah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% B of the UGC Act, 1956),  
THANJAVUR - 612 403, TAMIL NADU

HRD/3T/1002763770/21-22

Mr. SUGAM VERMA  
big 145 new housing unit,  
behind rto office, VALLAM  
Thanjavur-613403  
India

Ph: +91-8072407497

Dear SUGAM,

Welcome to Infosys!

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

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

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

Warm regards,

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

**REGISTRAR,**

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST).  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956).  
THANJAVUR-613 403, TAMIL NADU.



SUGAM VERMA

THANJAVUR

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0251  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



HRD/1002763770/21-22

Mr. SUGAM VERMA  
big 145 new housing unit,  
behind rto office, VALLAM  
Thanjavur-613403  
India

Ph: +91-8072407497

Dear SUGAM,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

## Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

## Joining

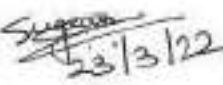
Your scheduled date of joining the employment of the Company will be **24-Mar-2022**.

## Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

  
23/3/22  
SUGAM VERMA  
THANJAVUR

  
REGISTRAR,  
Ponnaiyiah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
under the UGC Act, 1956),  
THANJAVUR-613403, TAMIL NADU.

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.


You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.


You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

  
23/3/22  
**SUBHAM VERMA**  
**THANJAVUR**

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
(As per the UGC Act, 1956),  
THANJAVUR - 613 021, TAMIL NADU.



- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.


An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

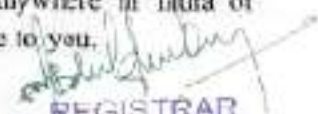
#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

  
23/3/22  
SUGAM VERMA  
THANJAVUR

  
REGISTRAR,  
Ponnaiyah Ramalayah Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
(Act of the UGC Act, 1956),  
CT-3 403, TAMIL NADU.

## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance-linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**


You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

  
23/3/22  
**SUYAM VERMA**  
**THANJAVUR**

  
**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR-613 003, TAMIL NADU.



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.


### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
23/3/22  
SUYAM VERMA  
THANJAVUR

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

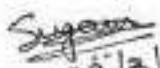
Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

  
23/3/22  
SUGAM VERMA  
THANJAVUR

  
REGISTRAR  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17(5) of the UGC Act, 1956),  
THANJAVUR-613 103, TAMIL NADU.



You hereby acknowledge and agree to abide by all Internal Policies of the Company, which you will be able to access, upon joining, on the Intranet "Spandh". These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

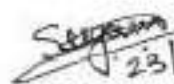
This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supercedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
23/2/22  
SUGAM VERMA  
THANJAVUR

  
REGISTRAR,  
Ponnaiyiah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
19s 2 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU

Yours sincerely,

**RICHARD LOBO**

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: 23<sup>rd</sup> MARCH 2022

Sugam Verma  
Sign your name

SUGAM VERMA THANJAVUR  
Print your full Name Location

Sugam Verma  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956).  
THANJAVUR-613 105, TAMIL NADU.

Certification signed by Richard Lobo  
As EVP and Head Human Resources  
Digitally signed by Richard Lobo  
Date: 2022.03.23 17:29:45T  
Reason: Digitally signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L8510KA1981PLC013113  
44, Infosys Avenue,  
Electronics City, Hesar Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



**ANNEXURE - I**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS  
(All figures in INR per month)

NAME	Mr. SUGAN VERMA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (85% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

*Sugan*  
23/2/22  
**SUGAN VERMA**  
**T HANJAVUR**

*Prinayah Ramajayam*  
**REGISTRAR,**  
Prinayah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to Be University  
17(1) of the UGC Act, 1956),  
THANJAVUR - 615 403, TAMIL NADU.

*Sugam*  
23/6/22  
**SUGAM VERMA**  
**THANDAVUR**

**ANNEXURE - II**

(Compensation post successful completion of six months)

**COMPENSATION DETAILS**  
(All figures in INR per month)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. SUGAM VERMA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,630
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)			26,250	
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of FGS)			27,500	
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of FGS)			30,000	
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalment	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same in the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

**REGISTRAR,**

Ponnaiyah Ramajaya Engineering College  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17s of the UGC Act, 1956),  
THANDAVUR-612 402, TAMIL NADU.

*Confidential - This communication is confidential between you and Infosys Limited*

# DCB BANK



**Name : Vignesh A**

**Employee Code : 28077**

**Blood Group : O+ve**

*Ashu Pathney*  
REGISTRAR,  
Mannaiyan Ramaswamy Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
Under the UCA Act, 1956,  
THANJAVUR - 606 004, TAMIL NADU.

*Ashu Pathney*

---

**Authorised Signatory**



TANBIO R and D SOLUTION  
Karumandapam, Palpannai  
Trichy - 620 001



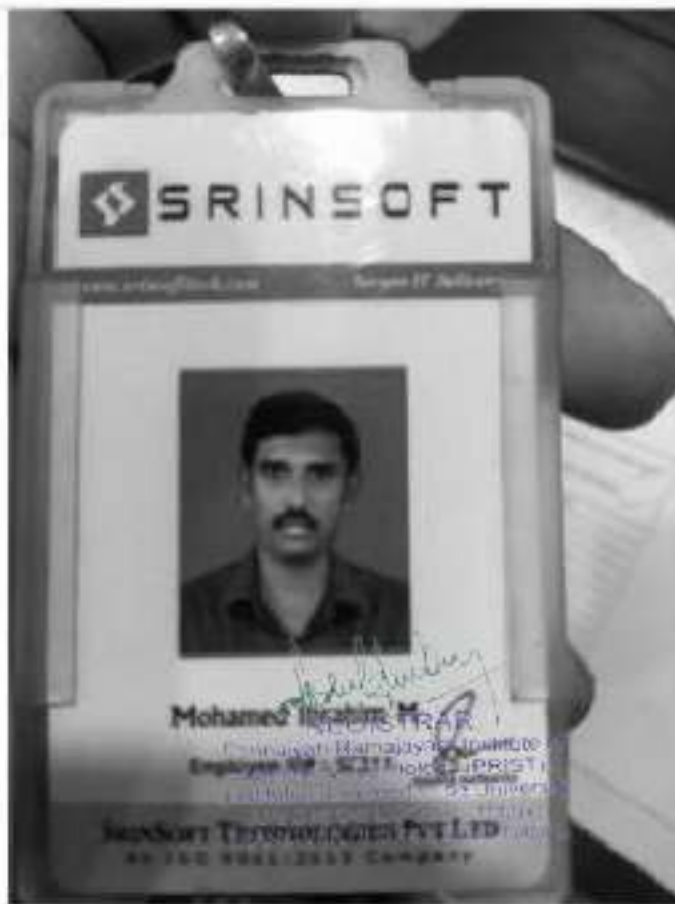
**S. SUPRAJA**  
**Research Assistant**

*S. Supraja*  
**REGISTRAR,**

Ponnaiyandi Ramalingam Institute of  
Science & Technology (PRIST),  
(Institution Granted to be University  
Up to the UGC ACT, 1956),  
HOSUR, A.P. - 612 403, TAMIL NADU.

**CEO**  
**TANBIO R & D Solution**





Delphi-TVS  
Technologies

MANNUR KOOTU ROAD  
THODUKKADU POST  
SRIPERUMBUDUR TALUK 662 105  
Ph : 044-27658454 / 044-27658353  
Fax : 044-27658351

**SHORT TERM  
TRAINEE IDENTITY CARD**

Name : R. VEERAGOKUL  
C.C. No. : ST25120  
Dept. : MFI  
From : 02/10/22  
To : 31/12/22

For the purpose of  
employment, the holder of  
this card is deemed to be an employee  
of the company under the  
provisions of the LSG Act, 1960.  
CHANDIVUR-613 602, TAMIL NADU.

*[Signature]*

**Delphi - TVS**  
Technologies

**MANNUR KOOTU ROAD  
THODUKKADU POST  
SRIPERUMBUDUR TALUK 602 105  
Ph : 044-27658454 / 044-27658353  
Fax : 044-27658351**

SHORT TERM  
TRAINEE IDENTITY CARD

Name : K. Debadharshan  
C.C. No. : ST25148  
Dept. : MFI  
From : 08/12/2022  
To : 07/12/2023

N. S. P. L. ...



Date: 24 Mar 2022

Mr. FAHEEM AHAMED H  
Dubai, UAE

OFFER LETTER

Dear Faheem Ahamed H,

Techniche Trading LLC (TT) is pleased to offer you employment at its Dubai Headquarters on the following terms and conditions:

1. Title : Sales and operation engineer
2. Joining Date : Should you accept this offer of employment, you will join TT on 01 April 2022.

This offer of employment shall remain open until 01 April 2022. If no acceptance by you hereof is received by us on or before such date, this offer shall expire.

3. Compensation : You shall be paid a salary in United Arab Emirates Dirham's ("AED"). Your total monthly compensation shall equal to AED 4,500/- payable monthly as gross salary.

Your monthly basic salary and allowances are as follows:

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
19s 3 of the UGC Act, 1956),  
THANJAVUR - 613 001, TAMIL NADU.

Basic Salary:	AED 1500/-
Living allowance	AED 1000/-
House Rent Allowance:	Shared company accommodation provided
Transport Allowance:	AED 500/-





Mobile Allowance:	Limited mobile plan provided under company account
Total Monthly Compensation:	AED3,000/-

Allowances include all amounts whatsoever over and above the Basic Salary as contemplated under the definition of "Remuneration" in Article 1 of the UAE Labour Law for the Private Sector being Federal Law No. 8 of 1980, as amended (the "Labour Law"). Basic salary is paid for 365 days per year.

4. **Office Timings** : You will be required to work from 9:00 a.m. to 6:00 p.m. in 6 days a week with one day weekly off and you may be required to work additional hours based on operational requirements.
5. **Public Holidays** : You will be entitled to all public holidays based on the government press release concerning holidays for the private sector. Any public holidays, which fall during your annual vacation, cannot be claimed.
6. **Air Fare** : You will be eligible for a cash benefit for a round-trip economy airfare in an airline at company's discretion for every completed 24 months of service to the international airport of the capital of your country of permanent residence.
7. **Annual Leave** : Annual Leave - 24 calendar days' vacation for the first year of service (pro-rata) and 30 days' leave thereafter for each completed 12 months of service or pro-rata (which cannot be taken during probationary period) plus any government announced public holidays, which fall on a normal working day.
8. **Contract Validity** : You will be employed on a limited contract and will remain in force until one party delivers to the other party 2 month written notice of termination excluding any terminations as applicable under Article 120 of UAE Labour Law.

  
**REGISTRAR**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Utg 5 of the UGC Act, 1956),  
TELANGANA-513 423, TAMIL NADU.



9. Medical Insurance : You will be covered by Medical Insurance as per UAE Labour Law
10. Probation : Probation period shall be for a period of six months, starting from the date of joining the Company during which time the contract may be terminated by either party by giving not less than one week's notice
11. Visa : The cost of visa stamp on the passport & visa medical for self will be borne by the Company.


In the event that your Visa application is rejected or not processed within 60 days from the date of joining then your employment with TT will stand terminated with immediate effect.

Should you fail the mandatory Medical/Fitness Test by the Dubai Health Authority, or should you resign prior to completion of one year of service, you will be required to reimburse the company all recruitment expenses including the cost of airline tickets for you to join us (if applicable), total visa process expenses, and bear you air tickets for your return to your country.

12. End of Service Gratuity : As applicable by Labour Law
13. Confidentiality/ Conduct : As per the signed Confidentiality Agreement & Code of Conduct & Ethics.

During your employment with us, you must devote your entire time and attention to the services of the company and may not be involved in any other service, occupation or business without the prior written consent of the Management.

14. Rules and Regulations : In addition to the terms and conditions set forth in this offer letter, employment contract and as described in paragraph 14, by accepting this offer of employment, you expressly and irrevocably agree that you shall follow and abide by any applicable rules and regulations issued from time to time by TT, the Government of Dubai or any other Government agencies of the United Arab Emirates. But

  
**REGISTRAR**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under the UGC Act, 1956)  
THANJAVUR - 613 103, TAMIL NADU.



without limitation, the terms and conditions of the Security Compliance and Non-Disclosure Agreement apply as terms and conditions of your employment.

15. Labour & Immigration Formalities

Notwithstanding any of the foregoing, you expressly agree that your employment hereunder is contingent on the successful completion of all labour and immigration formalities and the ability of TT to obtain for you the appropriate residence and employment visa.

We at TT look forward to you joining us and sincerely hope that you find your employment with us both challenging and rewarding. Please confirm your acceptance of this offer of employment by signing below where indicated "Agree and Accept."

Yours sincerely,

  
Name: Arye Distant  
Title: Managing Director  
Techniche Trading LLC

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
under the UCAI Act, 1956),  
THANJAVUR DISTRICT, TAMILNADU.

I, the undersigned, Agree and Accept to the above terms and conditions.

Faheem Ahamed

.....  
Name



.....  
Signature

25/03/2022

.....  
Date



#### APPENDIX TO OFFER LETTER

1. This offer is subject to your passing a pre-employment medical examination
2. Your salary and allowances will be paid in arrears at the end of each month.
3. You will be entitled to sick leave as per UAE Labour Law, subject to being certified as sick by a competent medical authority. No accumulation of sick leave is permitted.
4. This offer is valid subject to completion of all formalities and submission, prior to commencement of employment, of all the required documents such as Release or End of Service Certificate from your last employer, if applicable; Education and Experience certificates (if not already submitted).
5. You will be required at all times to comply with the Company's rules, regulations and procedures, Confidentiality agreement, Employee Code of Conduct including its Quality Assurance, Environment, Health and Safety standard procedures, for the duration of your employment.
6. You may be required to provide training, coaching & guidance to other employees working with the Company & contribute to their development & enhanced performance.
7. TT reserves the right to carry out reference checks prior to your joining TT or during probationary period. Confirmation of your employment will be subject to satisfactory reference checks.
8. All aspects of this contract shall be interpreted in accordance with UAE Labour Law and Company's policies and procedures.

I hereby accept the offer of employment and the terms and conditions as detailed above.

Faheem Ahamed

REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
1% 3 of the UGC Act, 1956),  
THAMARAIKURUPPI, TAMIL NADU.

H. Fathima

Signature

25/03/2022

Date

5.





Ref: TCSL/DT20218031218/1625903/Chennai

Date: 27 May 2022

MR. NARANDHAR B  
B3 Ar Apartment,  
Malaikovil, Thiruverambur, Trichy,  
Tamilnadu-620013.

**Sub: Joining Letter**

Dear Mr. Narandhar B,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **21st July 2022**, your joining location is **Chennai** and work location is **Chennai**. This has been provided considering your preference and business requirements.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

  
**REGISTRAR,**  
Ponnamayyah Ramaswamy Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
As per the UGC Act, 1956)  
THANJAVUR - 610 105, TAMIL NADU.



## TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

Based on your performance and the number of attempts taken to clear the TCS Xplore Program, you are eligible for the Readiness Incentive of **INR40000**. Your incentive will be given along with your salary, provided you:

- Join the organization on the specified date.
- Serve Minimum tenure (12 months from the date of joining) with the organization.

### Note :

- If you do not serve the minimum tenure mentioned above, the incentive provided will be recovered.
- Readiness incentive will not be given if a request for re-joining is initiated by you.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You must also fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

Monnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Under the UGC Act, 1956),  
TAMIL NADU  
Private and Confidential

## TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd

Peepul Park, Technopark Campus, Karuvattom P.O., Thiruvananthapuram- 695 581, Kerala, India  
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com  
Registered Office : Technical Building, 8th Floor, Electronics City, Hyderabad - 500 021  
Corporate Identification Number (CIN): L22210MH1995PLC084081



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**  
**TCS Human Resources**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956),  
TRANDUR - 613 401, TAMIL NADU.

Private and Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Ltd

Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India

Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : [www.tcs.com](http://www.tcs.com)

Registered Office : Technical Building, 8th Floor, Electronics City, Chennai - 600 095

Corporate Identification Number (CIN): L22210MH1995PLC084081

Page | 3

HRD/1002763770/21-22

Mr. SUGAM VERMA  
big 145 new housing unit,  
behind rto office, VALLAM  
Thanjavur-613403  
India

Ph: +91-8072407497

Dear SUGAM,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

## Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

## Joining

Your scheduled date of joining the employment of the Company will be **24-Mar-2022**.

## Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

*Sugam*  
23/3/22  
SUGAM VERMA  
THANJAVUR

*[Signature]*  
REGISTRAR,  
Ponnaiyah Ramalingam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
(U-3 of the UGC Act, 1956),  
THANJAVUR-613 003, TAMIL NADU.



### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.


You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

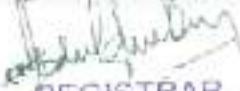
You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

  
23/3/22  
**SUBAN VERMA**  
**THANJAVUR**

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIET),  
(Institution Deemed to be University  
15-A of the UGC Act, 1956),  
THANJAVUR-613 001, TAMIL NADU.

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

*Sugam*  
23/3/22  
**SUGAM VERMA**  
**THANJAVUR**

*[Signature]*  
**REGISTRAR**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
under the UGC Act, 1956)



## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance-linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**


You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:


95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

  
23/3/22  
**SUYAM VERMA**  
**THANJAVUR**

  
**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 401, TAMIL NADU

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.


### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
23/3/22  
SUYAM VERMA  
THANJAVUR

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11/3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.



### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

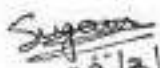
Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

  
23/3/22  
SUGAM VERMA  
THANJAVUR

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under the UGC Act, 1956)  
K. P. J. MO. NADU.

You hereby acknowledge and agree to abide by all Internal Policies of the Company, which you will be able to access, upon joining, on the Intranet "Spandh". These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

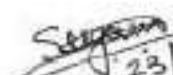
This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supercedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.


If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
23/12/22  
SUGAM VERMA  
THANJAVUR

  
REGISTRAR,  
Ponmalay Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17s 3 of the UGC Act 1956),  
THANJAVUR-606 001, TAMIL NADU.

Yours sincerely,

**RICHARD LOBO**

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: 23<sup>rd</sup> MARCH 2022

  
\_\_\_\_\_  
Sign your name

SUGAM VERMA THANJAVUR  
Print your full Name Location

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
11 AND PUR 743 403, TAMIL NADU.

Digitally signed by Richard Lobo  
DN: cn=Richard Lobo, o=Infosys Limited  
Date: 2022.03.23 17:29:45T  
Reason: Digital Signature  
Location: Bangalore

INFOSYS LIMITED  
CIN: L8510KA1981PLC013113  
44, Infosys Avenue,  
Electronics City, Hesar Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



**ANNEXURE - I**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS  
(All figures in INR per month)

NAME	Mr. SUGAN VERMA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (85% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

*Sugan*  
23/2/22  
**SUGAN VERMA**  
**THANJAVUR**

*[Signature]*  
**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% B of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.



*Sugam*  
23/6/22  
SUGAM VERMA  
THANDAVUR

**ANNEXURE - II**  
(Compensation post successful completion of six months)

**COMPENSATION DETAILS**  
(All figures in INR per month)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. SUGAM VERMA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,630
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the Incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalment	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same in the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

REGISTRAR,  
Pondicherry Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11th A of the UGC Act, 1956).



LC5/rch/India: VSR  
Page 1 of 6

AECOM India Global Services Private Ltd. +91 124 4898900/900 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 074996602000PTC030830

**PRIVATE & CONFIDENTIAL**

Date: 21<sup>st</sup> Jan 2022

**VENKATA SUDHAKAR**  
**H.NO: 32 SRI LAKSHMI NARASIMHA**  
**BUILDING, 3RD MAIN, MADIWALA**  
**NEW EXTENSION, BENGALURU - 560068.**

Dear Venkata Sudhakar,

**APPOINTMENT LETTER AS RPA SUPPORT SPECIALIST AT AECOM INDIA GLOBAL SERVICES PRIVATE LTD.**

We are pleased to offer you an appointment as **RPA SUPPORT SPECIALIST** at career level 11 to **AECOM INDIA GLOBAL SERVICES PRIVATE LTD.** on the following terms and conditions.

You shall perform your duties as an **RPA Support Specialist** at our **Bangalore** office.

However, the Company may at its sole discretion, transfer or assign you to work in any unit or department within the Company group or the Clients' offices in India or abroad in the future depending on the exigencies of work, with or without any change in the terms and conditions of the appointment.

1. Commencement Date Your appointment will commence on **7<sup>th</sup> February 2022**.
2. Salary Your gross annual compensation package will be as stated in Annexure A by the break-up amounts stated therein. Taxes and statutory deductions if any will be borne by the employee.  
  
In all other matters concerning the allowances and benefits, you will be governed by such policies and rules as may generally apply to other staff or as specifically intimated to you, and as modified and amended from time to time. Please note the Management reserves the sole right to modify the allowances/benefits applicable in a category depending on relative merits/demerits of any individual, determined on a case-to-case basis.
3. Probation Period The initial **six months** of your employment shall be a probationary period during which either party may terminate this employment contract by giving **one month** in writing or a **month's** salary instead of notice. Your performance and suitability for continued employment will be reviewed at the end of the probation.
4. Working Hours Normal office hours are from 9.00 am to 5.30 pm, Mondays to Fridays with a ½ hour break for lunch (12.30 pm to 01.00 pm). You shall also be required to work in the shifts to ensure business continuity.

  
**REGISTRAR,**

Reg. office: 2<sup>nd</sup> Floor, Tower "A", SP Infocity, Industrial Plot No.243, Udyog Vihar Phase I, Dundahera, Gurgaon, Haryana, India - 122016  
Ponnaiyah Ramajayam Institute of Science & Technology (PRIST)  
(Institutes declared to be University  
As S of the UGC Act, 1956)  
TELANGANA - 513 101 TELANGANA



LC5/rch/India: VSR  
Page 2 of 6

AECOM India Global Services Private Ltd. +91 124 4898900/900 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 074996602000PTC030830

5. Overtime Due to the nature of the work involved, you may also be required to work such additional hours (outside your normal working hours) as necessary for the proper fulfillment of your duties.
6. Leave You will be entitled to the leaves as per the Company Leave policy.
7. Holidays You are entitled to public holidays in India. The list of public holidays will be published by the company every year. You hereby agree that if exigencies of work are required, you will work on any holidays. Please refer to our HR Department for details.
8. Medical Out-patient Benefit The Company will reimburse, upon presentation of the requisite receipts, the costs of medical out-patient treatment up to 8% of monthly basic salary per annum.  
All pre-existing illnesses before employment with the Company, (cost of medical treatment and prescriptions) will not be covered.
9. Insurance You are entitled to participate in the Company's Insurance and Hospitalization Plan, subject to the rules of such insurance details of which are available from the Company Policy.  
You will be provided such benefits based on the actual necessary and reasonable expenses incurred but such sum shall not exceed the maximum limit set out in the relevant insurance policy.
10. Employer Provident Fund If you are eligible, you shall be entitled to receive Employer Provident Fund contributions by the regulations of the Employer Provident Fund Board.
11. Income Tax & Business Travel Employees are fully liable for the payment of income tax payable in respect of all sourced emoluments in all jurisdictions.  
  
AECOM has a policy of 100% compliance with individual tax, corporate tax, and work authorization, if during employment, you believe you may trigger foreign individual income tax liability due to your work activities, you are advised to raise the issue immediately to your manager, Human Resources, and your Finance representatives.  
In the absence of any prior written agreement to the contrary, you shall be personally responsible to track your travel and settle any foreign individual tax that you may trigger.
12. Retirement You will automatically retire from the service of the company on attaining the age of superannuation i.e. 60 years unless the management gives an extension in writing.



REGISTRAR,

Periyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U.O of the UGC Act, 1956).  
TAMIL NADU.





LC5/rch/India: VSR  
Page 3 of 6

AECOM India Global Services Private Ltd. +91 124 4808000000 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 074996602000PTC030830

13. Termination of  
Engagement  
After Confirmation

We may at any time terminate your engagement by giving you **months' notice** in writing or by paying you **two months** compensation package instead of notice and, except as otherwise expressly provided, you will have no further claim on us.

You may terminate your service during your engagement by giving us **months' notice** in writing or by paying us **two months** compensation package instead of notice.

However, in the event of your resignation, you can be relieved at the sole discretion of the company without payment of any balance notice period.

However, the Company will not be required to give any notice or compensation package in lieu thereof, if the termination is due to an act of indiscipline, furnishing of incorrect particulars/information during the appointment, etc.

Treatment of any outstanding leave entitlement within the notice period is at the discretion of the Company. We may instruct you to take leave on specific days within the notice period or pay for your outstanding leave entitlement.

If we terminate your engagement for the reason of indiscipline and/or misconduct, you will forfeit all accrued and untaken leave.

14. Conformity

You will conform to the Company's laid down expected standards of discipline, policies, rules, etc. As amended and modified from time to time or understood by convention as company norms. Any breach of such discipline, a commission of misconduct will render your appointment liable for termination with immediate effect, without any obligation on the Part of the Management/Company.

15. Policy and  
Procedures

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

16. Confidentiality  
Undertaking

You are required to observe and comply with the confidentiality undertakings as more particularly set out in the attached Confidentiality Undertakings. Please sign and return a copy of the attached Confidentiality Undertakings to acknowledge your acceptance and understanding of the same when you sign back a copy of your employment letter.

  
REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
(U-3 of the HGC Act, 1950),  
THANDUPET-613 103, TAMIL NADU





LC5/rch/India: VSR  
Page 4 of 6

AECOM India Global Services Private Ltd. +91 124 4899000000 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 074999602000PTC030830

Prior to commencing employment, you are requested to review the AECOM Code of Conduct and confirm your acknowledgment of receipt by completing and returning the enclosed Receipt and Acknowledgement Form. You agree and confirm that you will comply with all AECOM policies and procedures including, expressly, AECOM's Code of Conduct.

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

We would be pleased to have your confirmation in writing that you agree and accept this offer on these terms and conditions. Please sign and date the attached copy and return it to our Human Resources Department immediately.

Yours sincerely,

**AECOM INDIA GLOBAL SERVICES PRIVATE LTD.**

**Sameer Mathur**  
**Senior Director, Human Resources**  
(sameer.mathur1@aecom.com)

#### ACKNOWLEDGEMENT

I \_\_\_\_\_ S/O \_\_\_\_\_ fully understand  
and accept the appointment on the terms and conditions set out above.

Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REGISTRAR,**  
Ponnaiyah Ramnayan Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.



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Page 5 of 6

AECOM India Global Services Private Ltd. +91 124 4808000000 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
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Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 074996602000PTC030830

<b>Annexure A</b>	
<b>Salary Break-Up Sheet</b>	
<b>Venkata Sudhekar</b>	
<b>RPA Support Specialist</b>	
<b>Particulars</b>	<b>Per Annum (INR)</b>
Basic Salary	594,250
House Rent Allowance	197,125
Flexible Allowance as per company policy	266,474
Internet Allowance	12,000
<b>Gross Salary</b>	<b>869,849</b>
Employer Provident Fund	47,310
Bonus - Monthly Payable	32,841
<b>Total CTC</b>	<b>950,000</b>
<b>Taxes:</b> Taxes and statutory deductions, if any will have to be borne by the employee	

Yours sincerely,

**AECOM INDIA GLOBAL SERVICES PRIVATE LTD.**

**Sameer Mathur**  
Senior Director, Human Resources  
(sameer.mathur1@aecom.com)

#### ACKNOWLEDGEMENT

I \_\_\_\_\_ S/O \_\_\_\_\_ fully understand  
and accept the appointment on the terms and conditions set out above.

Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REGISTRAR,**  
Periyar Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% of the UGC Act, 1956).  
THANJAVUR - 610 101, TAMIL NADU.  
Reg. office: 2nd Floor, Tower "A", SP Infocity, Industrial Plot No.243, Udyog Vihar Phase I, Dundahera, Gurgaon, Haryana, India. PIN-122016



LC5/rch/India: VSR  
Page 6 of 6

AECOM India Global Services Private Ltd. +91 124 4899000000 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 0749966R2000PTC030830

### Confidentiality Undertakings

I understand that in the course of performing my duties related to my employment position, I may be given access to the company's confidential information, including but not limited to the company's financial information, business plans, analyses, reports, bids, and proposals, tendering documents, technical innovations, design, inventions, client lists, and other sensitive, privileged information and intellectual property of the company.

Similarly, there may be sensitive and privileged information of our clients to which I may be given access.

With regard to the sensitive and privileged information mentioned above, I undertake that I shall only use the information to perform my duty in the company and shall keep the information confidential. I shall not divulge the information to any person and/or any party without the company's prior written authorization. I shall exercise care to ensure the information will not be misused. In this regard, I shall not copy, download, forward, and/or print any such information use, of the company other than to discharge my duties in the company.

I shall observe and comply with the above undertakings during and after the termination of my employment with the company. If I have violated my undertaking as stipulated above, I understand I will be subject to disciplinary actions, including summary dismissal, by the company and I may be liable to the legal proceedings and consequences which may be brought against me.

For the avoidance of doubt, the reference of "Company" contained herein shall include your direct employer or any one of the following entities: (i) a company or entity that is directly or indirectly owned and/or controlled by your direct employer; (ii) a company or entity which directly or indirectly owns and/or controls your direct employer or (iii) a company or entity which is an affiliate of your direct employer being owned or controlled by the same company as mentioned in (ii).

Signed by: \_\_\_\_\_

Name:

Position:

NRIC/Passport/FIN No.:

Date:

  
**REGISTRAR,**  
Ponnaiyiah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-5 of the UGC Act, 1956),  
THANJAVUR - 612 002, TAMIL NADU.

# accesshealthcare

Date: March 29, 2022

Dear Karthick R

## Sub: Offer of Appointment

Further to our discussion we are pleased to offer you the position of Senior Client Partner at Access Healthcare Services Private Limited ("Company"), located at Access Healthcare ( HQ ), A9, First Main Road, Ambattur Industrial Estate, Ambattur, Chennai-600058, on the following terms and conditions:

a) Compensation: You will be paid a salary of **Rs. 5,65,000/- per annum**. Salary is computed on a Cost to Company basis and the same is outlined in the attached annexure.

Appointment letter will be issued to you on the date of joining (29-Mar-2022).

You may be required to work from office or work from home, based on Company's instructions from time to time for any reasons whatsoever. Accordingly, you shall ensure that you have in place necessary facilities including, but not limited to, broadband internet connection, network coverage, adequate workspace etc., at all times throughout your employment association with the Company.

b) You will be eligible for the benefits of leave, Provident Fund, Gratuity, etc., in accordance with the applicable laws and the rules of the Company.

c) You will be required to execute Standard Terms and Conditions of your employment and other related Agreements, upon you joining the Company.

d) The certificates and the documents produced by you will be subjected to verifications and in case of any discrepancies found during the scrutiny of the documents, the offer/employment extended by the Company shall stand automatically withdrawn.

e) This Offer is valid until 29-Mar-2022 or for a period extended solely at the discretion of the Company, which would be communicated to you in writing through e-mail. If you do not join the Company within the dates specified above, then the offer shall automatically stand cancelled.

f) This offer letter and/or subsequent employment relationship between the Company and You, can be revoked/terminated by the Company forthwith, at any time, due to any reasons whatsoever, so long as the reason for such revocation/termination is not statutorily prohibited, unreasonable or otherwise unlawful.

**Kindly confirm your acceptance of the offer and the joining date by responding back to this e-mail before 11 am tomorrow.**

We welcome you and we are confident that you will contribute in building Access Healthcare Services Private Limited into a world-class organization.


Sincerely,

For Access Healthcare Services Private Limited

Authorized Signatory

I accept this offer and the terms and conditions attached.

Signature of the Candidate

  
REGISTRAR,  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17's 2 of the UGL Act, 1956),  
THANDIKULI, PIN-603 403, TAMIL NADU.

Encl:

1. Remuneration Details and other benefits.
2. List of Documents to be submitted.



## Annexure - I


NAME: KARTHICK R  
DESIGNATION: SENIOR CLIENT PARTNER  
PROPOSED DATE OF JOINING: 29-MAR-2022

COMPENSATION DETAILS		
NAME	KARTHICK R	
DESIGNATION	SENIOR CLIENT PARTNER	
	Per Month	Per Annum
<b>A Base Components</b>		
Basic	19,500	2,34,000
DA	0	0
HRA	9,750	1,17,000
Total	29,250	3,51,000
<b>B Basket of Allowance</b>		
Transport Allowance	1,600	19,200
SDA	0	0
Special Allowance	11,555	1,38,660
Statutory bonus	1,965	23,820
Total	15,140	1,81,680
<b>Total Gross * (A+B)</b>		
	44,390	5,32,680
<b>C Annual Benefit</b>		
Retention Incentive	1,624	19,488
ESI (Employer)	0	0
Total	1,624	19,488
<b>D Retiral Benefits</b>		
PF - Company contribution	1,800	21,600
Gratuity	936	11,232
Total	2,736	32,832
<b>Total CTC (A+B+C+D)</b>	<b>48,750</b>	<b>5,85,000</b>

You are entitled to the following additional benefits, as applicable:

**1. 13th Month Pay Scheme:**

- The 13th months' pay scheme shall be applicable only to all Band 1 employees of operations and service quality department of the Accounts Receivable vertical. Pay out shall happen after completion of every one (1) year of service in the Accounts Receivable vertical. Entitlement to pay out of 13th month pay shall be in accordance with the Company's policies.

  
REGISTRAR,  
Ponnamiah Ramaswami Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
1% 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

## **Annexure - II**

1. **BTO:** I understand that, in the position I have been offered at Access Healthcare, I am expected to work from within the assigned delivery centre(s) of Access Healthcare, and there will be no option given to work from home or any other remote location.
2. **Schedule adherence – Shift timing:** I have been made aware of, and will follow, the specific shift timings assigned for my work, and I understand that no change will be granted in the shift except based on business requirements.
3. **Performance:** I understand that I need to meet performance targets.
4. **Dual employment:** I confirm that I am currently not employed with any other organization. I am aware of the dual employment clause mentioned in the employment agreement.
5. **Proxy declaration:** I confirm that I personally attended the interview with Access Healthcare leading to the offer of this position, without taking any undue assistance or support from any other party.
6. **Out of boundary:** I am aware of the Nodal Point for the pick-up and drop facility, based on the location of my residence, and I have accepted the same. I understand that transport facility will not be provided for out of boundary limits.
7. **No leaves during training:** I understand that I should avoid taking leaves during the training period barring leaves for emergency which are duly approved per process.
8. **Non-disclosure of compensation:** I understand that my compensation amount and details are to be kept confidential in all respects, and I shall not discuss them with my colleagues or any individual outside the organization.

  
**REGISTRAR,**  
Pondicherry Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956),  
THANJAVUR - 613 004, TAMIL NADU.

**2. Floating Medical Insurance:**

- Married Employees: Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and maximum of three dependent coverage, which includes spouse and two children.
- Unmarried Employees: Floating Medical Insurance Coverage of Rs.1,00,000/- per annum for self and dependent parents.

**3. Personal Accident Insurance:** Round the clock financial protection in case of an accident anywhere in India for self only. Coverage limit: Rs.1,00,000/-

**4. 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 Rs.15,000/-. If your basic salary is above Rs.15,000/- PF contribution shall be at Rs.1,800/- per month and if your basic salary is less than Rs.15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee's PF contribution forms part of your salary structure mentioned above and is payable as per Employees Provident Fund Act, 1952.

**5. Change in statutory contributions:**

Any changes in the rate of statutory contribution, on account of statutory increase or decrease in the take home salary, shall be adjusted within the employee's salary.

## **LIST OF DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING**

On the date of joining, it is mandatory for you to submit the photocopies of the following documents (Please do bring the original testimonials for verification purpose):

- a) Educational Certificates (Original & Xerox Attested Copies) and mark-sheets (Class 10<sup>th</sup> /equivalent onwards)
- b) Relieving Letter / Accepted Copy of the Resignation from Previous Employer
- c) Experience Certificate from the previous employer.
- d) Proof of last salary drawn (Copy of salary Certificate / Salary Slip)
- e) Passport size photographs (3 nos.)
- f) Copy of Aadhar card for Address Proof & ID Proof documents.

  
**REGISTRAR,**  
Ponnaiyappan Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% B of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMILNADU.

**Mr. S. Sangeethraj**  
S/o Shree Sankar  
#2/554, Kumaravadivu,  
Bommidi (PO),  
Pappireddipatti (TK), Dharmapuri (Dist)  
PIN - 635 301

Dear Mr. Sangeethraj

Sub: Appointment Order

Shefa Management takes pleasure in appointing you in the company as **Marketing Officer** in **Tamilnadu Region**. The compensation and other terms & conditions governing your employment are given below:

1. The total investment to the company by virtue of your employment as **Marketing Officer** is **Rs. 2,40,000/- (Rupees Two Lakhs & Forty Thousand Only)** per annum. Since the compensation to the employees of our company is purely based on potential performance and promise, it is governed by a confidential salary system. Hence it is requested to keep your remuneration confidential.
2. If any of the information furnished by you through your Resume / Application or any other document in connection with your employment with our Company is found to be incorrect or it is found at a later date that you have not revealed any relevant information, your services are liable to be terminated forthwith without any notice pay in lieu thereof.
3. You will be eligible for compensation towards official tours and travels, as per the rules of the Company.
4. Your initial place of posting will be communicated after induction Training Programme.
5. As per our Service Rules, you shall be liable to be transferred to any branch of this Department at any place in India or to any Department of our Company and assigned such other duties as may be deemed proper in the interest of the Management.
6. You will be reporting to **Mr. S Arul Xavier, Regional Manager, Tamil Nadu & Kerala**.

  
REGISTRAR,

Ponnalyath Rumiayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
(U/s 3 of the UGC Act, 1956)  
THANJAVUR-601 401, TAMIL NADU

**Shefa Agricare Technologies**

Old No. C20, New No. 44, 16<sup>th</sup> Avenue, Ashok Nagar, Chennai-600 083  
Tel: +91 44 48601720 email: [welcome@shefa.co.in](mailto:welcome@shefa.co.in)



Date: 21 Oct 2022

Mr. Jayachandran

359 Kuttappath, Santhur Kattagaram Pochampallikrishnagiri Krishnagiri Tamil

Nadu 635296

Employee No: 2625581

Dear Mr. Jayachandran

### Appointment Letter

We are pleased to appoint you in our organization as **Crisp Advisor** subject to the following terms and conditions

1. Your contract will commence from 21 Oct 2022 and expire on 20 Oct 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 21 Oct 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc. and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996 at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herewith. You hereby authorize TeamLease to

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**REGISTRAR**  
Ponnaiyan Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956)  
THANJAVUR-613 103, TAMIL NADU.

TeamLease Services Limited, CIN No: L74140KA2000PLC118395

Hubert Building, # 7/1 Kottamangala Industrial Layout, Jyothi Nivas College Road, Kottamangala - Bangalore 560091

Ph: (91-80) 33002345, Fax: (91-80) 33243005, www.teamlease.com

make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account

9. The salary payout will be made latest by 5<sup>th</sup> of the following month
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESI/C, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subjected to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The nature of your relationship with TeamLease will be that of contract of service from 21 Oct 2022 to 20 Oct 2023. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment to TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll free number which is provide to you.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment on the terms and conditions stipulated therein

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(As Authorized Representative)



REGISTRAR

Ponnaiyiah Ramajayam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University,  
115/2 of the UGC Act, 1956,  
HE-501, P-14, 613 001, TAMIL NADU.

Signature and Date

Name: **REPRESENTATIVE**

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TeamLease Services Limited, CN No: B74140KA0000PLX118395

Accord Building, # 33 Ramamangalam Industrial Layout, 10th Cross, College Road, Kooramangala, Bangalore-560095

Ph: (91-88) 81001245 Fax: (91-908) 2044300 | www.teamlease.com

Employee No. 25000000

Salary Breakdown

Particulars	Amount	Employer
Basic	10000	
House Rent Allowance	4000	
Monthly LTA	2500	
Employee PF Contribution	1250	
ESB Employee	400	
Insurance	100	
Employee Provident Fund	400	
Gratuity	1500	
Amount to be deducted		

House Rent Allowance, Employee PF Contribution, Employee Provident Fund, Insurance, Gratuity

Earnings	Amount
Basic	10000
House Rent Allowance	4000
Monthly LTA	2500
Employee Provident Fund	400
Gross Earnings	17400
DEDUCTIONS *	
Employee PF	1250
Employee PF	1250
Professional Tax	200
Total Deduction	2700
Net Salary	14700

\* Income tax deductions, if applicable, will be as per the Income Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note: This statement is only for the purpose of information and is illustrative in nature

### Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link: <https://connect.teamlease.com/learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme.

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TeamLease Services Limited, CIN No. LT14100KA2000PLC118743

Address: # 11, Kottanagall Industrial Estate, 4th Floor, New College Road, Kottanagall, Chennai - 600005  
Ph: (91-90) 13002345, Fax: (91-90) 11241001, [care@teamlease.com](mailto:care@teamlease.com)

**REGISTERED**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
as 3 of the UGC Act, 1956)  
TAMIL NADU - 605 003, TAMIL NADU



वि / To,

MS. KOBHA R

Roll No: 2711003290

SBY150A SAKTHI NAGAR CHINAMPALAYAM,

MAKKINAMPATTI P.O POLLACHI

COIMBATORE -642003

TAMILNADU

**विषय: SWO 'A' पद के लिये तैनाती आदेश**  
**Posting Order for the post of SWO-A/Clerk**

- यह पत्र आपको जारी किये गये पत्रांक सारं: भर्ती:HRD:REC:5559:2023 दिनांक 06.05.2023 के अनुक्रम में है, जिसके द्वारा आपको बैंक में विंगत मिट्रो ऑपरेटर "A" पद के लिये बैंक की ओर से अनंतिम नियुक्ति प्रस्ताव दिया गया था।  
This has reference to our Provisional Offer of Appointment letter No. HRD:REC:5559:2023 dated 06.05.2023 issued to you for the post of Single Window Operator-A in the Bank.
- भर्तीपूर्व औपचारिकताओं को सफलतापूर्वक पूरा करने तथा भर्ती पूर्व चिकित्सा जांच में स्वस्थ पाये जाने के पश्चात सक्षम प्राधिकारी द्वारा आपको के अंतर्गत मरमटक्की में पदस्थ करने का निर्णय लिया गया है, अतः आपको निम्न पते पर रिपोर्ट करने की सलाह दी जाती है।

Upon successful completion of pre-recruitment formalities & being found medically fit, it has been decided by the Competent Authority to post you at the **MARAMADAKKI** branch [562572] under **MADURAI** Regional office.

You are advised to report at following address (Branch Address/Regional office Address):

Union Bank of India,  
MARAMADAKKI  
103/A3, Kothamangalam Road, Aaramadakkal, Azhathi Post  
Contact No- 04371-9137562570 / 9137562570

- कृपया उपरोक्त पते पर रिपोर्ट करते समय आप निम्नलिखित दस्तावेज अपने साथ लाएँ।  
Please bring following documents with you while you report at the aforesaid address:
  - इस नामांकन पत्र की मूल प्रति एक फोटोकॉपी के साथ  
This Nomination letter in original along with photocopy thereof.
  - मूल फोटो आईडी (पासपोर्ट/ ड्राइविंग लाइसेंस/ पैनकार्ड/ आधार कार्ड/ वोटर आई डी) तथा उसकी एक फोटोकॉपी, जो आपके द्वारा वेरिफिकेशन ऑफिस में दी गई थी।  
Original Photo ID (Passport/ Driving License/ Pan Card/ Aadhaar Card/ Voter ID) along with photocopy thereof as submitted during document verification.
  - बैंक द्वारा जारी मूल अनंतिम नियुक्ति प्रस्ताव पत्र उसके एक छायाप्रति के साथ।  
Original Provisional Offer of appointment letter issued to you by the Bank along with photocopy thereof.
  - अन्य कोई दस्तावेज जो दस्तावेज सावधान के समय प्रस्तुत नहीं किए गये।  
Any other documents pending to be submitted at the time of document verification.

Classification: Public

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17A 3 of the UGC Act, 1956),  
THANJAVUR - 610 010, TAMILNADU.



यूनियन बैंक  
ऑफ इंडिया



Union Bank  
of India

सर्वोपयोगी बैंक

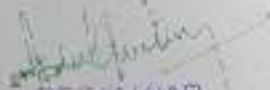
A Department of India Government

4. यदि आप फिलहाल किसी सेवा में हैं और आपने धर्ती संबंधी औपचारिकताओं को पूरा करते समय सक्षम प्राधिकारी से प्राप्त कर्तव्य कार्यभारनुक्ति प्रमाण-पत्र प्रस्तुत नहीं किया था, तो आप अपने वर्तमान नियोजता से प्राप्त उक्त प्रमाण-पत्र को प्रस्तुत किये बिना इस प्रशिक्षण कार्यक्रम के लिये अनुमत नहीं किये जायेंगे और साथ ही बैंक द्वारा दिया गया नियुक्ति प्रस्ताव भी रद्द माना जायेगा।

If you are presently in service and have not submitted the unconditional relieving letter issued by the Competent Authority at the time of completion of recruitment formalities, you will not be allowed to join the services of the Bank without submission of the unconditional relieving letter from your existing employer and your offer of appointment will stand cancelled.

5. कृपया नोट करें कि बैंक सेवाओं में आपकी परीक्षा अवधि तथा स्थायीकरण साथ ही बैंक/संवर्ग में आपकी पारस्परिक-अग्रिष्टता का निर्धारण बैंक सेवाओं में आपके कार्यग्रहण की तारीख से किया जायेगा।  
Please note that Your Probation period and confirmation in the services of the Bank as well as your inter-se seniority in the Bank/ Cadre will be determined from the date of your joining the services of the Bank.
6. कृपया नोट करें कि प्रशिक्षण के दौरान किसी भी अवकाश की अनुमति नहीं होगी।  
Please note that no leave will be permitted during the Training.
7. अनुवाद में किसी अस्पष्टता की स्थिति में, अंग्रेजी के प्रारूप को प्राथमिकता दी जायेगी।  
In case of any ambiguity in translation, English version will prevail.

सुभकामनाओं सहित,  
With best wishes.

  
REGISTRAR,  
Primaarys: Panchayats in the field of  
Science & Technology (PRIET)  
Institution (Incorporated in the University  
of Delhi Act, 1956)  
110017



Yours faithfully / भवदीय,

  
Chief Manager (HR)



Ref: TCSL/DT20218031218/1625903/Chennai

Date: 27 May 2022

MR. NARANDHAR B  
B3 Ar Apartment,  
Malaikovil, Thiruverambur, Trichy,  
Tamilnadu-620013.

**Sub: Joining Letter**

Dear Mr. Narandhar B,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **21st July 2022**, your joining location is **Chennai** and work location is **Chennai**. This has been provided considering your preference and business requirements.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
TRANGAPUR - 613 003, TAMIL NADU.

Private and Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Ltd

Peepul Park, Technopark Campus, Kariyavattom P.O., Thiruvananthapuram - 695 581, Kerala, India  
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com  
Registered Office : Technical Building, 8th Floor, Electronics City, Bangalore - 560 021  
Corporate Identification Number (CIN): L22210MH1995PLC084081

Page | 1



## TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

Based on your performance and the number of attempts taken to clear the TCS Xplore Program, you are eligible for the Readiness Incentive of **INR40000**. Your incentive will be given along with your salary, provided you:

- Join the organization on the specified date.
- Serve Minimum tenure (12 months from the date of joining) with the organization.

### Note :

- If you do not serve the minimum tenure mentioned above, the incentive provided will be recovered.
- Readiness incentive will not be given if a request for re-joining is initiated by you.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You must also fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11/53 of the UGC Act, 1956).  
TRANDURGUR, DISTRICT TAMIL NADU

Private and Confidential

## TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd

Paspul Park, Technopark Campus, Karuvattom P.O., Thiruvananthapuram- 695 581, Kerala, India.  
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com  
Registered Office : Technical Building, 8th Floor, Electronics City, Hyderabad - 500 021  
Corporate Identification Number (CIN): L22210MH1995PLC084081



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**  
**TCS Human Resources**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

**REGISTRAR,**  
Ponnayal Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U/S of the UGC Act, 1956)  
TIRUPUR, TAMIL NADU



Date: 17th November 2022

Dear Alawaryan Ravichandran



Congratulations! We are pleased to inform you that you have been selected for the position of **Executive - BAND 1** at Hexaware Technologies Limited, Chennai. Your date of joining will be on **17th November 2022**. Your compensation structure is as follows:

COMPONENTS		PB		PA	
<b>A: Monthly</b>					
1.1 Basic	INR	7,133	INR	85,600	
1.2 HRA	INR	3,603	INR	43,313	
1.3 LTA	INR	564	INR	7,133	
1.4 VPA	INR	3,567	INR	43,800	
<b>Total (A)</b>		<b>14,964</b>	INR	<b>178,846</b>	
<b>B: Benefits</b>					
2.1 Provident Fund	INR	659	INR	10,212	
2.2 BLIP & Mediclaim	INR	155	INR	1,880	
2.3 ESIC	INR	819	INR	6,222	
2.4 Bonus	INR	1,400	INR	18,800	
<b>Total (B)</b>		<b>2,933</b>	INR	<b>26,114</b>	
<b>TOTAL CTC (A+B)</b>		<b>17,834</b>	INR	<b>214,000</b>	

MONTHLY TAKE HOME CALCULATION				
COMPONENTS MONTHLY	MONTHLY TAKE HOME @ RATING	MONTHLY TAKE HOME BASED ON RATING		
Gross (Refer to Total (A) above)	INR 14,964	Rating 1 (Considering 60% Monthly VPA)	INR	12,587
Add: Advance Bonus	INR 1,050	Rating 2 (Considering 75% Monthly VPA)	INR	13,879
Less: ESIC	INR 120	Rating 3 (Considering 100% Monthly VPA)	INR	<b>14,771</b>
Less: PF Contribution	INR 859	Rating 4 (Considering 125% Monthly VPA)	INR	15,662
Less: Profession Tax	INR 228	Rating 5 (Considering 150% Monthly VPA)	INR	16,554
<b>Net Take Home Salary</b>	<b>INR 14,771</b>			

**Variable Performance Allowance** will be paid based on the ratings of the end of every month. These ratings will be given for your performance in line with the KRAs. VPA for employees for the first 30 days or training period, whichever is higher, will be paid at a default rating of 2. In case you exceed performance and get a rating of 4 and above you will be entitled to make more than your Target Variable Pay as mentioned above in the structure.

The company has taken a Group Life Insurance Policy and a Mediclaim Policy in case of any medical emergencies. A premium of Rs.155/- per month is paid by the company and hence is provided as a benefit as shown in the above table. As per the policy, the coverage limit under Mediclaim is Rs. 1,25,000/- & the coverage under Group Life Insurance Policy is Rs. 500,000/-.

**Bonus** - Any Advance Bonus component as a part of CTC is being paid as a part of monthly take home. The final bonus payable as per Payment of Bonus Act 1965 will be decided & paid before Divest after adjusting the advance amount paid out as a monthly component.

**Notice Period** - Any voluntary termination of employment by an employee requires a notice of 7 working days during the probation period of three months and One month's written notice post confirmation in Hexaware SPS.

**Probation Period** - An employee is eligible for Confirmation post the completion of the Probation period subject to a satisfactory performance review. The Probation and confirmation is as per the company policy and the same shall be binding on the employee.

The above salary is subject to income tax deductions & is calculated based on the Statutory provisions prevailing at the time of issue of this letter which may change from time to time as per Government rules and regulations.

The Company provides Transportation facility (for regular shifts only) as part of the Employee Welfare scheme and is not considered as a part of the CTC.

A detailed Offer Letter will be issued on you undergoing a medical check up and submission of relevant documents required at the time of joining. Non Compliance of the same will entail the date of joining to being revised, with effect from completion of all joining formalities.

REGISTRAR,

Ponnaiyah Ramaiyasa Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Utg 2 of the UGC Act, 1956),  
THANJAVUR - 601 103, TAMIL NADU

**Policies**

**Leave Entitlement -**

Rules related to Earned Leaves and Sick Leaves

**Eligibility & Procedure**

	Earned Leave	Sick Leave
Entitlement for confirmed employees	21 days per calendar year of service, or pro-rata for partial period of service in a calendar	7 days per calendar year of service, or pro-rata for partial period of service in a calendar year.

**Mediclaim Policy -**

The coverage is for all Hexaware BPS

MEDICLAIM GRADE AND SUM INSURED		
Grade	Sum - Insured	Policy Type
Band 1	Rs. 125000	Individual
Band 2	Rs. 150000	Self + 1 Spouse or Child
Band 3	Rs. 250000	Self + 3
Band 4	Rs. 500000	Self + 3

**Group Life Insurance Policy -**

The coverage is for all Hexaware BPS

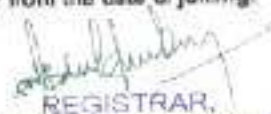
GROUP LIFE INSURANCE POLICY GRADE AND SUM INSURED	
Grade	Sum - Insured
Band 1	Rs. 5,00,000
Band 2	Rs. 12,00,000
Band 3	Rs. 25,00,000
Band 4	Rs. 60,00,000

\* The employee will be eligible for Mediclaim and GLIP benefits under this scheme only from the date of joining.

For Hexaware Technologies Limited



**Kumaravel P N**  
Senior Manager - Human Resources



**REGISTRAR,**  
Ponniyiah Ramenayagam Institute of  
Science & Technology (PRIET)  
(Institution Deemed to be University  
U.A. 5 of the UGC Act, 1956)  
THANJAVUR - 613 403, TAMIL NADU

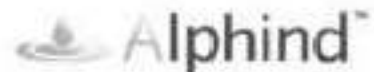
**ACCEPTANCE**

\_\_\_\_\_ have read and understood the above terms and conditions governing the services and employment at Hexaware Technologies Limited and the same are acceptable to me

Place:

Signature:

Date:



CIN No : U72200TN2011PTC080370  
(An ISO 9001 : 2008 company)

OCTOBER 10, 2022

**SRIDHAR D**  
Chennai, India

Dear *Sridhar*,

Thank you for the interest you have shown in employment with Alphind Software Solutions. We are pleased to offer you the position of **Associate Trainee** effective **October 10, 2022**.

As with all new appointments, your employment will be on a **Probationary** basis during the first six months. Based upon your performance and our mutual satisfaction, you will be considered for a **"Regular"** appointment following the probationary period.

Please be aware that **Alphind Software Solutions** only employs Indian Citizens with a valid Permanent Account Number (PAN). You will be required to provide documents such as Pan / Aadhaar cards and certificates. Your compensation split-up is detailed below on **Annexure A**.

This offer of employment is contingent upon several factors which include the results of verification of all information discussed during interview process, a criminal background investigation, and verification of professional education.

Pre-employment drug screening and a pre-employment health checkup may be required. Periodic drug screening may also be required at any time during employment.

If an employee wants to terminate employment, it is mandatory to furnish a written notice to the Reporting Manager/HR at least **SIXTY (60)** days before the date of desired termination. Employees, who terminate their employment without providing at least 60 days advance notice, the HR department will not pursue with relieving procedures and advise the finance department to stop all payments.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANDUPUR, 601 005, TAMIL NADU.



GIN NO: U72200TN2019PTC080373  
(An ISO 9001: 2000 company)

The specific conditions of our offer are as follows:

Position: Associate Trainee

CTC: Rs. 2,25,000 [Two Lakh Twenty-five Thousand Per Annum]

Starting Date: October 10, 2022.

Work Schedule: Mon-Fri 09:30AM – 06:00 PM with 30 minutes lunch break.

Holidays/Leave: National Holidays, Floating Holidays & Paid leaves. Paid leaves are to be availed only beyond probationary period.

Other: Emergency on-call may be required. Staying late may be required from time to time as and when situation demands. Schedule is flexible. Being full time employment, no overtime payment will be made for extra hours.

To accept this offer, please sign a copy of this letter and return to the undersigned. If you do not wish to accept this offer, please notify me at your earliest convenience.

If you have any questions, feel free to reach out to us. We look forward to hear back from you.

Sincerely,

Balaji. V, HR Manager

REGISTRAR,  
Mannayalath Ramanayam Institute of  
Science & Technology (PRIST),  
Deemed to be University,  
The Act of the UGC Act, 1956,  
THANJAVUR DISTRICT, TAMIL NADU.

I accept this offer of employment and terms and conditions as stated above.

Sridhar D(Signature)

10.10.2022  
(Date)





CIN No : U72200TN0011P1C080370  
(An ISO 9001 : 2008 company)

ANNEXURE A		
Name	Sridhar D	
Designation	Associate Trainee	
Date of joining	16-Oct-22	
Location	Chennai	
COMPONENTS OF CTC	MONTHLY	ANNUALLY
Basic	8475	101700
HRA	4238	50850
Special Allowance	2638	31650
Conveyance Allowance	1600	19200
Medical Expense reimbursement	0	0
Total (A)	16950	203400
Provident Fund (Employer's Contribution)	1800	21600
Total (B)	1800	21600
Total CTC (A+B)	18750	225000
Provident Fund (Employee's Contribution)	1800	21600
PT	208	2496
Net Pay (Monthly Pay)	14942	

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956),  
THANJAVUR DISTRICT, TAMIL NADU,  
P. Chidhar



**PONNAIYAH RAMAJAYAM INSTITUTE OF  
SCIENCE & TECHNOLOGY (PRIST)**

Declared as DEEMED TO BE UNIVERSITY  
U/s 3 of UGC Act, 1956

## **PLACEMENT OFFER LETTER FOR THE YEAR 2020-2021**

Name: Dhivya Nallathambi  
Employee ID: 3377

Date : 02 June, 2021

## Letter of Appointment

Dear Dhivya Nallathambi,

Congratulations! Subsequent to your interview and discussion with us, we are pleased to offer you an appointment as **"Research Associate- Mathematics "** with an annual **CTC INR 216,000/- (Rupees Two Lakh Sixteen Thousands Only)** per annum, with Acadecraft Pvt. Ltd. We take this opportunity to appreciate your decision to join the Acadecraft family. As mutually agreed upon, you will be joining us from Wednesday 02 June, 2021.

This is a letter of offer-cum- appointment and its terms will become effective only from the date of your joining.

The emphasis in our journey together will be on **"Collaborate, Excel and Transform"**, in this process, we aspire to establish a benchmark for others to follow.

We are dedicated to maintaining a workplace that respects and values the employees from diverse backgrounds and facilitates them to do their best. We provide an inclusive environment where the unique combination of talent, experience, and perspective of each employee leads our business towards success.

We trust that you are looking to expand and enhance your skills in innovative ways within an environment that nurtures creativity and free-thinking and positively impacts your personal and professional growth.

Your employment with us will be governed by the terms and conditions detailed in **Annexure A**.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above-mentioned date of your joining, this offer will stand automatically withdrawn.

**We sincerely welcome you and wish you a long, productive, and satisfying career at Acadecraft Pvt.Ltd.**

**Annexure A**



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIEST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR-606 003, TAMIL NADU.

The terms and conditions of employment:

**1. Probation and Confirmation:** You will be on probation for a period of six month from the date of your joining and your performance will be reviewed during the period. You will be deemed to be confirmed based upon your performance and completion of your probation period.

**2. Working Hours:** We follow a six-day work week with nine hours daily schedule. The official working hours of the company are from 09:00 hours to 19:00hours with one lunch break of 45 min. The employees have to complete 9 hours of work including the lunch break.

**Fixed Offs**

The first and third Saturdays are fixed off.

Sundays are fixed off.

For the night shift, the timings are from 9 PM to 6 AM. All Saturdays and Sundays are fixed off.

The permanent employees are eligible for two kinds of leaves, i.e. casual leaves and sick leaves

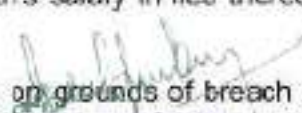
No leaves can be availed before completion of one month of employment. Any such leaves taken will be treated as Leave without pay and will be deducted from salary.

**3. Performance Appraisal and Performance Incentive/Bonus:** The performance appraisal is carried out once in a year. The appraisal is based on performance. Performance incentive, if applicable, will be paid based on the defined key responsibility area and your performance against it. This will be paid as per the policy of the organization.

**4. Background and Reference Check:** The Company shall conduct background and reference checks as per its policy and this offer is conditional upon the result of these checks. In the event the results of these checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

**5. Notice Period/ Separation:** The notice period is of one month. Your services may be terminated by either party, giving notice in writing for one month or payment of one month's salary in lieu thereof. The company reserves the right not to accept a salary in lieu of the notice.

Acadecraft reserves the right to terminate your employment, without notice, on grounds of breach of policy, misconduct or unsatisfactory performance. The company will not be liable to pay for any notice period.



P. Ramajayam  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956)  
Tamil Nadu





**ACADECRAFT PVT. LTD.**  
Smart People, Smart Content

Office (India) : H-51, Sector-63  
Noida, Uttar Pradesh - 201307, India

The F&F amount will be calculated based on the days the employee served the company until his last working day.

In case of termination of employment from either the employee or the employer, the dues will be disbursed after 60 days from the last working day of the employee.

**Absence for a continuous period of three days without prior approval of your Team Leader or Project Manager/Reporting Manager (including overstay of leave/training), can lead to absconding. In this case, the Company will not be liable to process your payroll.**

**6. Statutory Payments and Deductions:** Statutory deductions such as income tax, professional tax, contributions to central/ state welfare funds, etc, shall be made from your salary, as applicable.


**7. Values, Integrity, Honesty and Ethics:** During the course of your employment with Acadecraft, you shall adhere to the values, integrity, and ethics of the organization in particular and of the society

In general, You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions that you do directly or as part of, or on behalf of Acadecraft Pvt.Ltd.

If at any time during or after your employment with Acadecraft, it is found, reported or established that you have wilfully violated, supported others in violating the policy in any of the transactions or engagements or you have hidden/not reported any such acts or actions, it will be treated as violation of the clause. Any violation of this shall be taken very seriously and will attract stringent action, which the management deems appropriate in accordance with the nature of the violation.

**8. Undertaking on Non-criminality:** This offer of employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charge in India or abroad and/ or you are not convicted for any criminal offence by a court of law anywhere in the world. You also undertake and assure that you are not a good member of any banned organization or activities that are detrimental to any government, nation, society, or community.

**9. Confidentiality of Information and Privileges:** During the course of your employment you may be given various rights and/or privileges as per the requirement of your role to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain/benefit to others. You must make sure to keep your salary confidential and not disclose it to anyone.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIET),  
(Institution Deemed to be University  
115 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

Office (USA) : 16192 Coastal Highway Lewes,  
Delaware 19958 USA.  
Phone : 0120 - 4274713, 4204294, 4371745

Email : [info@acadecraft.com](mailto:info@acadecraft.com)  
Website : [www.acadecraft.com](http://www.acadecraft.com)



**ACADECRAFT PVT. LTD.**  
Smart People, Smart Careers

Office (India) : H-51, Sector-63  
Noida, Uttar Pradesh - 201307, India

**10. Law and Jurisdiction:** This appointment is subject to Indian laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of the courts of Uttar Pradesh.

**11. Obligation to Install Hubstaff :** It is mandatory for all employees to install Hubstaff. Your office timing will be calculated through this app only. If you will not install and start the app before commencing your work, you will be marked absent and will not be eligible for the payroll for the day.

If your personal laptop/desktop is damaged, the company is not responsible for it.

**Please sign and return the duplicate copy of this letter of appointment (initialling each page) as a token of your having accepted the above terms and conditions.**

We welcome you to the Acadecraft family and wish you a rewarding career over the years to come.

Yours sincerely

**For Acadecraft Pvt. Ltd.**

*Vidyotma*

Vidyotma Tiwari

Sr. Manager - HR

  
REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956)  
THANJAVUR-612 003, TAMIL NADU.

Office (USA) : 16192 Coastal Highway Lewes,  
Delaware 19958 USA.  
Phone : 0120 - 4274713, 4204294, 4371745

Email : [info@acadecraft.com](mailto:info@acadecraft.com)  
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**Declaration:**

I understand and affirm the need to treat my compensation as highly individual and confidential which is not to be disclosed to any other personnel.

I have read and understood the above terms and conditions of employment and the implications thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

**Signature:**

**Name:** Dhivya Nallathambi

**Date:**

**Place:**

**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to Be University  
U/s 3 of the UGC Act, 1956),  
PERAMBUR - 615 403, TAMIL NADU.

Office (USA) : 16192 Coastal Highway Lewes,  
Delaware 19958 USA.  
Phone : 0120 - 4274713, 4204294, 4371745

Email : [info@acadecraft.com](mailto:info@acadecraft.com)  
Website : [www.acadecraft.com](http://www.acadecraft.com)





Date: 05.12.2022

### CONFIRMATION APPOINTMENT ORDER

We are pleased to inform that, **Ms. S. PRIYA** has been appointed as **ASSISTANT PROFESSOR** in the Department of Mathematics in **PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE AND TECHNOLOGY (PRIST), THANJAVUR**. Her appointment is purely performance based and subject to the terms & conditions of this Management. She will be paid a monthly Salary of **Rs. 10,000/- (Rupees, Ten Thousand Only)**.




  
**REGISTRAR**

**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

#### **Copy to:**

Hon'ble Chancellor Sir (for kind information)  
Hon'ble Pro Chancellor (for kind information)  
President  
Vice Chancellor  
Pro Vice Chancellor  
Controller of Examinations  
Dean- Arts & Science  
Accounts Officer  
Personnel Department  
The Concerned  
File

  
05/12/2022

**Dr. L. CHINNAPPA**  
**M.Sc., M.Phil., PGDCA, PGDBA, M.Tech., Ph.D.**  
Dean of Arts & Science  
PRIST Deemed to be University  
Thanjavur - 613 403, Tamil Nadu.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.





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**Dr. BALASUBRAMANIAN. K**

**Professor & Head**

**Mathematics(S&H)**

**KNCETSHT01**

REGISTRAR,

Kongunadu Ramakrishna Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
(Recognized by UGC Act 1956)  
Tamil Nadu - 621215 TAMIL NADU

**Principal**



**PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY  
[PRIST]**

(Institution Deemed to be University - U/s 3 of the UGC Act, 1956)  
THANJAVUR - 613 403 - TAMIL NADU

Date: 06.10.2022

**CONFIRMATION APPOINTMENT ORDER**

We are pleased to inform that, **Ms. M. SOUNDARYA** has been appointed as Assistant Professor in the Department of Mathematics in **PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE AND TECHNOLOGY (PRIST), THANJAVUR**. Her appointment is purely performance based and subject to the terms & conditions of this Management. She will be paid a monthly Salary of Rs. 13,000/- (Rupees. Thirteen Thousand Only).



**REGISTRAR**  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU

**Copy to:**

Hon'ble Chancellor Sir (for kind information)  
Hon'ble Pro Chancellor (for kind information)  
President  
Vice Chancellor  
Pro Vice Chancellor  
Controller of Examinations  
Dean - Arts & Science  
Accounts Officer  
Personnel Department  
The Concerned  
File

*6/10/22*  
*Deen*  
*Arts and*  
*Sci*

**SADASIVAM KATHIRKAMAVALLI  
WOMEN'S COLLEGE OF ARTS & SCIENCE**

Thanjavur Road, Kumarapuram  
Melavasal, Mannargudi, Thiruvarur-Dt.

Cell: 9500533004



*R. Ramathilagam*  
**REGISTRAR,**  
Ponnaiyah Ramaswami Institute of  
Science & Technology (PRIEST),  
(Institution Deemed to be University  
Utg. of the UGC Act. 1956),  
THANJAVUR - 613 403, TAMIL NADU.

**R. RAMATHILAGAM**

**M.Sc., B.Ed., M.Phil.,**

**Asst. Prof. in Mathematics**

*18*  
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Date : 01/11/2021  
Ref : INEL/HR/2344

**PRIVATE & CONFIDENTIAL**

Mr. S. NIRANJAN,  
NO. 768, THIRUYALLUVAR NAGAR 2<sup>ND</sup> STREET,  
NEW BUSTAND, THANJAVUR - 613 005.

Dear Mr. S. Niranjan,  
Ref. Offer for Appointment

We are pleased to offer you appointment in our organization on the following terms and conditions:

1.	Designation	Assistant Engineer Trainee
2.	Salary	Basic : 9000/- Total : 9000/- per month Site Allowances: Local : 60/- Per day Our station : 120/- Per day State capitals : 150/- Per day Posting at : Chennai
3.	Accommodation	Accommodation at site will be provided by company at free of cost. (For sites within India & over seas)
4.	Training	You will be on 1 year training. We will issue confirmation letter based on your performance. You are not entitled to any kind of paid leave & other emoluments during your training period.
5.	Increment	Shall be given as per the scale, but company do not bind themselves to the same as increments are granted only after consideration of several factors such as your performance, Trading results etc.
6.	Contract Period	The contract period will be 3 Years limited contract, renewable by mutual agreement. The contract can be terminated by repaying Rs.75,000/- of the expenses incurred for your contract period in case of resignation.
7.	Notice Period	In case of resignation, you shall serve a notice period of 2 months.  You should complete the job assigned in all respects and train the incoming resource to ensure smooth transition within the 2 months of your notice period.  In case of termination of service, the company will give a notice period of 2 months or pay your salary for the same period.  The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if: <ul style="list-style-type: none"><li>You commit any breach of your duties and responsibilities under this contract of service.</li><li>You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment.</li></ul>
8.	Confidentiality	You will not give out to anyone by word of mouth or otherwise any information which relates to our operation, Administration and organization matters pertaining to the company which may be your personal privilege to know by virtue of being in the employment of the company, during employment in the company and till 2 years after resignation from our company.

For Mr. S. Niranjan  
Signature of Mr. S. Niranjan  
Date: 01/11/2021  
Place: Chennai

*[Signature]*

*[Signature]*



# BE YOURSELF, MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date:03-Nov-2021

Anjana Devi Subburaj  
C10300162

79F,abirami street, Dabeer kulam road, East gate,thanjavur-613001

8754647930

Dear Anjana Devi Subburaj,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



  
**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11b 3 of the UGC Act, 1956),  
THANJAVUR-613 003, TAMIL NADU.

Please refer to:

- Annexure I for the compensation and benefits details
- Annexure I for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 3.0 (Oct 2021)

1

Candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding. Please note that compliance with these provisions is a condition precedent for this offer or your continued employment with the Company post onboarding.

**Pre-Onboard Learning Module:** To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.


Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 60% marks to successfully clear the assessments.

Version 3.0 (Oct 2021)

2

Candidate's Signature

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Uts 3 of the UGC Act, 1956).  
THANJAVUR - 601 005, TAMIL NADU.



- \* During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you. Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

  
**REGISTRAR,**  
 Ponnaiyah Ramajayam Institute of  
 Science & Technology (PRIST),  
 (Institution Deemed to be University  
 Uthirakottai of the UGC Act, 1956),  
 THARUVAR, 613 102, TAMIL NADU.

After accepting this offer, we encourage you visit Countdown to the Company

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mahesh Vasudeo Zurele  
Senior Managing Director  
Lead, Advanced Technology Center, India

[ Insert full legal name]



REGISTRAR,  
Ponnaiyah Ramalingam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR-613 003, TAMIL NADU.



## ANNEXURE 1

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,500
(D) Additional Benefits	
Gratuity as per law <sup>#</sup>	9,500
Insurance Premium(notional value)	
Total Cash Compensation + Total Additional Benefits (A+B+C+D)	450000


#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

#### (B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

  
REGISTRAR,  
Ponnaiyandurai Rajarajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

**Note: For International Worker Only\***


- As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

  
**REGISTRAR,**  
Vandiyar Kovilur Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under the UGC Act, 1956).  
TE-05, PUR, 612 403, TAMIL NADU.

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
under Sec 3 of the UGC Act, 1956),  
THANJAVUR - 612 403, TAMIL NADU.




## ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Uls 3 of the UGC Act, 1956),  
THANJAVUR-612 403, TAMIL NADU





## Vega Innovations

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REGISTRAR,

Ponnaiyah Ramayam Institute of  
Science & Technology (PRIST),  
Approved to be University  
by UGC Act, 1956  
K. R. 613 400, TAMIL NADU

**GIBIN VARUGHES**  
**MANAGER**



Address : CHERUTHALAMANNIL ( H )  
KUMBANAD P.O  
THIRUVALLA,  
PATHANAMTHITTA DIST

Blood grp : A-

DOB : 13-10-1993

Contact No : 9747971438

Signature of the Card Holder

**This Card is non-transferrable. Lending this  
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request is a violation of policy.**

**The card should be returned at the  
time of resignation.**

11th March 2021



**OFFER LETTER**

To: NAME: L. Vijaya Laxmidevi  
DEPARTMENT: B.Sc. Biochemistry  
COLLEGE: PRIET, Deemed to be University  
CONTACT NUMBER: 756920552

Dear Candidate,

With reference to your application and subsequent interview you had with us as **PRIET Deemed to be UNIVERSITY, Thanjavur Campus**, an interview for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend for training (up to one month) **CIN FOR CERTIFICATION Training** at Chennai or Salem locations. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Locations:** Chennai, Salem

**Work Locations:** Chennai, Bangalore, Vellore, Coimbatore

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com)

1. Resume with Photograph
2. ID Proof - Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before **10th March 2021** letter will be cancelled.

Contact us @ 0220315110 / 730005525 for further process.

Thank you,

With love & respect,  
HR

*A. S. S. S.*

*[Signature]*  
**Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIET),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956).  
THANJAVUR - 610 003, TAMIL NADU.**



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## IDENTITY CARD



**M SUBAASHINI**

MA, M.Phil, NET (P.D) CBAR,

Assistant Professor,  
Pongalath Ramajayam Institute of  
Science and Technology (PRIST),  
Deemed to be University  
Act 2 of the UGC Act, 1956,  
THANJAVUR-613006, TAMIL NADU.



*[Signature]*  
**Principal**



# SALEM SOWDESWARI COLLEGE

## SELF - FINANCING COURSES WING

(AFFILIATED TO PERIYAR UNIVERSITY, SALEM.)

SALEM - 636 010. Tamil Nadu.

☎ SFC : 0427 - 2270537 Principal : 0427 - 2270545, Fax : 2270545  
E-mail : ssc.sow2013@gmail.com www.sowdeswari.org

Date 22/10/2021

Dear Mr.P.PRITHIVIRAJ

Subject: Appointment Letter

Welcome to SALEM SOWDESWARI COLLEGE

We are pleased to offer you employment in the position of SFCW Assistant Professor of Physics with SALEM SOWDESWARI COLLEGE, under the honorary assignment programme.

You are directed to report for duty before the principal, SALEM SOWDESWARI COLLEGE. You are entitled to a consolidated monthly salary. The services under this honorary assignment Programme are liable for termination at the discretion of the management at any time without previous notice.

REGISTRAR,

Honnaiyeh Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11's 3 of the UGC Act, 1956).  
THANJAVUR - 610 101, TAMIL NADU.

J.M.A. Kumarajahal  
Correspondent Secretary &  
Managing Trustee



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Electrical Engineers

Consultants

Contractors



CERTIFIED ORGANIZATION

Date : 01/11/2021  
Ref : INEL/HR/2344

**PRIVATE & CONFIDENTIAL**

Mr. S. NIRANJAN,  
NO. 768, THIRUYALLUVAR NAGAR 2<sup>ND</sup> STREET,  
NEW BUSTAND, THANJAVUR - 613 005.

Dear Mr. S. Niranjan,  
Ref. Offer for Appointment

We are pleased to offer you appointment in our organization on the following terms and conditions:

1.	Designation	Assistant Engineer Trainee
2.	Salary	Basic : 9000/- Total : 9000/- per month Site Allowances: Local : 60/- Per day Out station : 120/- Per day State capitals : 150/- Per day Posting at : Chennai
3.	Accommodation	Accommodation at site will be provided by company at free of cost. (For sites within India & over seas)
4.	Training	You will be on 1 year training. We will issue confirmation letter based on your performance. You are not entitled to any kind of paid leave & other emoluments during your training period.
5.	Increment	Shall be given as per the scale, but company do not bind themselves to the same as increments are granted only after consideration of several factors such as your performance, Trading results etc.
6.	Contract Period	The contract period will be 3 Years limited contract, renewable by mutual agreement. The contract can be terminated by repaying Rs.75,000/- of the expenses incurred for your contract period in case of resignation.
7.	Notice Period	In case of resignation, you shall serve a notice period of 2 months.  You should complete the job assigned in all respects and train the incoming resource to ensure smooth transition within the 2 months of your notice period.  In case of termination of service, the company will give a notice period of 2 months or pay your salary for the same period.  The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if: <ul style="list-style-type: none"> <li>You commit any breach of your duties and responsibilities under this contract of service.</li> <li>You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment.</li> </ul>
8.	Confidentiality	You will not give out to anyone by word of mouth or otherwise any information which relates to our operation, Administration and organization matters pertaining to the company which may be your personal privilege to know by virtue of being in the employment of the company, during employment in the company and till 2 years after resignation from our company.

For S. NIRANJAN  
Signature of Mr. S. Niranjan  
Date: 01/11/2021  
Place: Thanjavur

*[Signature]*

*[Signature]*

To,  
**Vidhya Devi Ramasamy**  
**Chennai**

Dear Vidhya,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** on the following terms and conditions:

Your Employee Code is **10108447**.

### 1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **21-01-2022** and your place of posting is **Chennai**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

### 2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **INR 216000 (Two lakh sixteen thousand only)**,

which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Incentive or Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active or under notice period on the incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

### 3. Probation

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will deem to be in probation until issuance of confirmation letter.



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#### 4. Hours of Works

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

#### 5. Good Faith and Confidentiality

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry-on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets-hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

#### 6. Inventions and Patents


All inventions, creations, developments, improvements and any or all work done by you either your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

#### 7. Background Verification

The Company reserves the right to conduct Internal / External Background verification check anytime during the tenure of your employment and employees are expected to co-operate for the same. Any negative report may lead to disciplinary / legal action including termination of your employment with immediate effect without notice and/or without any payment in lieu of notice. Background Verification also includes Behavioral, attitude aspects apart from Qualification / Education, Employment, Criminal etc.

  
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## 8. Termination of Employment

- a. Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof or salary in lieu of notice period.
- b. Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy or salary in lieu of notice period.
- c. In case of short notice period, Company shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.
- d. If you are absent for a continuous period of 15 days without prior written approval of your reporting, (including overstay on leave etc.) then it will result in loss of your employment and the same shall automatically come to an end without any notice or intimation from Company.
- e. In case of absconding or unauthorized absence from work without prior written approval of your reporting or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the Company.
- f. The Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events but not limited to:
  - i. if you are, in the opinion of the Company involved in any forgery or fraud, disobedience, disorderly behavior, negligence, indiscipline, absenteeism or any other misconduct considered as deterrent to our interest or of violation of one or more terms of the employment or policies.
  - ii. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
  - iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.
- g. Company shall also be entitled to recover including but not limited to any cost, expenses, any penalty, interest or damages caused to Company due to any of your acts of omission.
- h. You agree that at the time of leaving the employment, you will deliver to the Company (and will not keep in his/her possession, recreate or deliver to anyone else) all Confidential Information as well as all other devices, assets, records, data, notes, reports, proposals, lists, correspondence, specifications, equipment, customer or client lists or information, or any other documents or property belonging to the Company or any of its Affiliates. In the event if you fail to return any properties (as mentioned above), Company reserves the right to withhold all your dues and it may initiate appropriate legal proceedings against you.



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## **9. Performance Adherence**

Your performance will be evaluated based on the targets / task allotted to you by your reporting Authority on time-to-time basis / periodical basis. Failing to achieve the target can lead to termination on performance ground or other similar grounds with or without notice period or salary in lieu of notice period. However, the decision by management will be final.

## **10. Jurisdiction**

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

## **11. Period of Employment**

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

## **12. Business Continuity**

On the occurrence of any events like Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, accident, epidemics, any labor disturbance, action of Statutory Authorities or local or Central Governments, change in Laws (force majeure events) or any other acts which are beyond control of the Company, it (Company) may alter the terms of employment or may take other necessary steps to ensure business continuity of the Company.

## **13. "My JD" Mobile Application**

In "My JD" mobile application (My JD App), you can access Company's documents, policies & procedure, records, all notifications, including but not limited to your letters, leave and attendance and other records which are uploaded / facilitated to you all the time. It is your sole responsibility to go through the documents as uploaded in My JD App as required and keep yourself updated about all the policies & process of the Company and any amendment thereof and abide by the same all the time, in addition to any other applicable policies and processes that you may need to adhere during the term of your employment.



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#### 14. General

- a. You will be eligible for the benefits of the Company's Leave Rules/holiday policy during the employment terms, as updated in JD App from time to time.
- b. To ensure that our employees have a good work-life balance, we encourage our employees to utilize their leaves, so that they return to work rejuvenated with a fresh zeal and hence any forms of leave encashments are not applicable. Though un-availed PL can be accumulated as detailed in the Leave policy.
- c. Employees are encouraged to discuss their Leaves / Annual Leave planner with their reporting manager at least 15 days in advance before applying in MyJD for mutual and consensus business operations.
- d. Please note that individual salary is a confidential matter and not to be discussed with any other employee.
- e. You will keep us informed of any change in your mobile phone number or your residential address or your marital status.
- f. You clicking on "accept the appointment letter" through the link, confirms that you have read, agreed, acknowledged and accepted all the terms and conditions of employment with Just Dial and that you will abide by all the policies and process laid down by the company from time to time.

**Please note-**

Acceptance of the appointment letter needs to be done electronically by you & confirms that you have given complete acceptance of the appointment letter & its terms of employment. In case you have not accepted the appointment letter within 24 hours from the receipt of the link, it will be deemed by the organization as an acceptance of appointment letter & its terms of employment.

After the electronic acceptance of the Appointment letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

Yours sincerely,  
For Just Dial Ltd.



Madhulika Singh

Regional Head - Human Resources

  
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Science & Technology (PR/ST),  
(Institution Deemed to be University  
11/5 3 of the UGC Act, 1956),  
THANJAVUR-613 003, TAMIL NADU.

# Annexure:-

## Just Dial Ltd. - Compensation Package

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Vidhya Devi Ramasamy	
Department	Sales	
Designation	Tele Marketing Executive	
Effective Date	21-01-2022	
CTC (in INR)	2*6000/- per annum	
Pay structure	Monthly	Annual
<b>Fixed Components</b>		
Basic	9922	119064
House Rent Allowance (HRA)	4961	59532
Customer Handling Allowance	328	3936
Conveyance Allowance	268	3216
<b>Salary (C1)</b>	<b>15479</b>	<b>185748</b>
<b>Statutory Components</b>		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	503	6036
<b>Benefits (C2)</b>	<b>1694</b>	<b>20328</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements (C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>827</b>	<b>9924</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>18000</b>	<b>216000</b>
<b>Deductions</b>		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	117	1404
<b>Total Deductions (b)</b>	<b>1308</b>	<b>15696</b>
<b>*Net Take Home (a - b - C2)</b>	<b>14998</b>	<b>179976</b>
<b>Performance Bonus</b>		<b>0</b>
<b>***Overall CTC</b>	<b>18000</b>	<b>216000</b>

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

Yours sincerely,

For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



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HCL TECHNOLOGIES LTD.  
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B-34/3, Sector 59, Noida 201 301, UP, India  
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CIN- L74140DL1991PLC046369  
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Date: January 12, 2021

**Private and Confidential**

**Rakshana R**

**Viswanathan St  
Viswanathan St,  
Chennai,  
Tamil Nadu,  
India - 600044**

**Dear Rakshana,**

With reference to your application and subsequent interview, we are pleased to make you an offer - cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES ("BSERV" or "HCL" or "Company")** as **Process Associate**. You are required to report on January 13, 2021 at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 175000 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client and company** of documents or information provided by you to the Company. You are

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THANJAVUR-601 006, TAMIL NADU.

Signature of the employee

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being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function.**
- Please note that if you **chose to resign** from services of **HCL Technologies – Business Services within six(6) months from your date of joining, a sum of up to Rs. 50,000/- will be recovered towards training expenses.**
- Your services during the period of probation shall be liable to be terminated giving two (02) months' notice or two months' basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving two (02) months' notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.

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- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period

1/5-3 of the LTIC Act, 1958,  
TAMIL NADU, INDIA

Signature of the employee

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as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with HCL TECHNOLOGIES - BUSINESS SERVICES, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the HCL TECHNOLOGIES - BUSINESS SERVICES employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits and subject to company's policy.
- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the Instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the

Signature of the employee

**HCL**



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deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - cum - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.
- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at Chennai, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for 7 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a

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Perumiyal Narayanan Institute of  
Management Studies  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
THANJAVUR-610 103, TAMIL NADU.

Signature of the employee

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termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - o School leaving certificate / birth certificate
  - o Educational qualification certificate (from 10th std onwards) along with mark sheets
  - o Passport (The first 4 and the last 4 pages)
  - o Relieving letter or duly accepted resignation letter from your present and previous employers
  - o Salary certificate from your present and previous employers

Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For HCL TECH LTD BPO SERVICES



Amrita Das

Vice President, Head-Global Rewards



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Science & Technology (PRIST),  
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THANDUPUR-611 005, TAMILNADU.

Signature of the employee

**HCL**



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### **DECLARATION**

I, Rakshana R, hereby declare that I have completely understood the contents of the Instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
  - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

**In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, State street HCL Services (India) Private Limited has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.**

### **Annexure II**

#### **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> - Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> - Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	

REGISTRAR  
 Ponnaiyan Ramaswami Institute of  
 Science & Technology (PRIST)  
 (Institution Deemed to be University  
 Utd. of the UGC Act, 1956)  
 17/5/2019 09:23:00 AM

Signature of the employee

**HCL**

HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Node 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

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www.hcl.com

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer - Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16. If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

**List of Documents required for joining / induction day (Hard Copies)**

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (If the Date of Joining in the offer letter is past dated)	1
3	Passport -Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST.**

11/5 3 of the UGC Act, 1956).  
THANJAVUR-613 103, TAMIL NADU.

Signature of the employee

**HCL**



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Division: Business Services

B-34/3, Sector 59, Noida 201 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

www.hclbpo.com

www.hcl.com

- Please ensure your BGV Status is Green, before the Date of joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd Sez Unit-2 (Sdb2 Buid), Ecot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1st Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor - Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Ecot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 - 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

For Nayab Hamayun Institute of  
Science & Technology (PRIST).  
(Institution Deemed to be University  
1% of the UGC Act 1956).

Signature of the employee

**HCL**

HCL TECHNOLOGIES LTD.  
Division: Business Services  
B-34/3, Sector 59, Noide 301 301, UP, India  
Tel +91 120 4364200, Fax +91 120 2589688  
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India  
CIN- L74140DL1991PLC046369  
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www.hcl.com

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies\* which are listed in corporate intranet [www.hclbpo.net](http://www.hclbpo.net).

### **Annexure III**

#### **EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

##### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

##### **House Rent Allowance (HRA)**

The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

**Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

##### **Advance Statutory Bonus**

*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*

##### **Attendance Allowance**

Attendance Allowance is payable max. up to INR.1000/- per month.

##### **Compensatory Allowance**

Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

Ramajayam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
(Established in 1983)

THANK YOU FOR YOUR INTEREST

Signature of the employee

**HCL**



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Division: Business Services

B-34/3, Sector 59, Noida 201 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

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CIN- L74140DL1991PLC046369

www.hclbpo.com

www.hcl.com

### **Medical Insurance**

Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

#### **• Coverage under ESI:**

*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*

The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

### **Gratuity**

REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956),  
THANJAVUR-613 001, TAMIL NADU.

Signature of the employee

**HCL**

HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noide 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- (741400DL1991PLC046369

www.hclbpo.com

www.hcl.com

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*



**REGISTRAR**

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under the UGC Act, 1956),  
THANJAVUR-613 400, TAMIL NADU.

Signature of the employee

**HCL**

### 5.2.2 Average percentage of placement of outgoing students during the year

DEPARTMENT OF BIOCHEMISTRY				
2020-2021	L.VIJUNE LAWRENCE	BSC BIOCHEMISTRY	Indian health care BPO, CHENNAI 17	10000-15000

11th March 2020



Indian Healthcare BPO

#### OFFER LETTER

To,

NAME: L.Vijune Lawrence  
DEPARTMENT: B.Sc Biochemistry  
COLLEGE: PRIST Deemed to be University  
CONTACT NUMBER: 7560020452

Dear Candidate,

With reference to your application and subsequent interview you had with us at PRIST Deemed to be UNIVERSITY, Thanjavur Campus, on January for the position of Medical Billing executive, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) ONLINE CERTIFICATE COURSE Training at Chennai or Salem location. After completion of this training we will conduct the final short assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualifications, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exams.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

**Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :**

1. Resume with Photograph
2. ID Photo - Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Copies to be submitted to / FORWARDED TO:

Thank you,

Sridhar J  
CEO

A 44/2021

  
**REGISTRAR,**  
Ponnaiyali Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
11/3 of the UGC Act, 1956),  
THANJAVUR - 612 400, TAMIL NADU.



M141/GP, PRIST DEEMED TO BE UNIVERSITY, Kanchikottai, Ponnaiyali, Chennai - 600092

Madurai, Durgam, Hyderabad, Vellore, Salem & Pondicherry

[www.indianhealthcarebpo.com](http://www.indianhealthcarebpo.com) | [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) | 044-299041000 | 72960020452

11th March 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : L. Vijune Lawrence  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 7560020952

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Andhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

*A. S. R.*

*A. S. R.*  
**REGISTRAR,**

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% 3 of the UGC Act, 1956).  
THANJAVUR - 611 403, TAMIL NADU.



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

[www.indianhealthcarebpo.com](http://www.indianhealthcarebpo.com) | [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) Ph: 9840014983 | 7200035525



11th March 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : K. Mohammed Kaleef  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 7560020952

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Andhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

*A. S. R.*

*[Signature]*  
REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U/S of the HGC Act, 1959),  
THANJAVUR - 610 003, TAMIL NADU.



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**GOVERNMENT OF TAMILNADU**  
**DEPARTMENT OF FISHERIES**  
**AND**  
**FISHERMEN WELFARE**  
**IDENTITY CARD**



**Name : P.HARIKARAN**

**Design : Sagar Mitra**

**(Kottaipattinam) REGISTRAR,**

**ID No : PDK-PMMS/SM-08/2023/23**

**Office : O/o Assistant Director of  
Fisheries and Fishermen  
Welfare, Pudukkottai.**

*P. Hariakaran*

**Signature**

*[Signature]*  
Assistant Director of  
Fisheries and Fishermen Welfare  
Pudukkottai



# DEPARTMENT OF FISHERIES AND FISHERMEN WELFARE



## IDENTITY CARD



Name : M. MOHAMED THASNEEM

Design : SAGAR MITRA

D No :

Office : O/o Assistant Director of  
Fisheries And Fishermen Welfare  
North Ramanathapuram.

Assistant Director  
Fisheries and Fishermen Welfare  
North Ramanathapuram

Signature

11th March 2021



Indian Healthcare BPO

### OFFER LETTER

To,

NAME	:	L.Vijune Lascence
DEPARTMENT	:	B.Sc Biochemistry
COLLEGE	:	PRIST Deemed to be University.
CONTACT NUMBER	:	7560020952

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof - Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before **30<sup>th</sup> June 2021**, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Siddhar J  
CEO

*Siddhar J*

*Siddhar J*

REGISTRAR,

Pranaiyath Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
(11<sup>th</sup> 3 of the UGC Act, 1956),  
THANJAVUR - 610 403, TAMIL NADU.



#14 LGF, PRINCE INFO CITY II, Kumbakonam, Ponnudi, Chennai - 600 066

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

[www.indianhealthcarebpo.com](http://www.indianhealthcarebpo.com) | [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) | Ph: 9840014083 | 7200035525



11th March 2021



### OFFER LETTER

To,

NAME : N. Arthya  
DEPARTMENT : M.Sc Microbiology  
COLLEGE : PRIST Deemed to be University  
CONTACT NUMBER : 8667672611

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [samers@indianhealthcarebpo.com](mailto:samers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 8220215110 / 7200035525 for further process.

Thank you,

Saidhar J  
CEO

A. Jithu B.V.

  
**REGISTRAR**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under the UGC Act, 1956)  
THANJAVUR - 612 403, TAMIL NADU.



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Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry  
[www.indianhealthcarebpo.com](http://www.indianhealthcarebpo.com) | [samers@indianhealthcarebpo.com](mailto:samers@indianhealthcarebpo.com) Ph: 8660014613 | 7200035525

11th March 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : R. Abinav  
DEPARTMENT : M.Sc Microbiology  
COLLEGE : PRIST Deemed to be University  
CONTACT NUMBER : 7329347256

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 60 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photographs
2. ID Proof - Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CRO

*Sridhar J*

*Sridhar J*

REGISTRAR,

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
No.3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU



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Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

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11th March 2021



### OFFER LETTER

To,

NAME : E.Vinodha  
DEPARTMENT : M.Sc Microbiology  
COLLEGE : Prist Deemed to be University.  
CONTACT NUMBER : 6379640774

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, as an invitee for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours up to one month **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, job Location and training performance. Future growth up to Rs.30,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photographs
2. ID Proof – Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 820215119 / 720035525 for further process.

Thank you,

Sd/-  
CEO

A. J. Subir

  
REGISTRAR,

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University,  
1% 3 of the UGC Act, 1956),  
THANJAVUR - 613 103, TAMIL NADU.



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11th March 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : M.S.Jeeva  
DEPARTMENT : E.Sc Biotechnology  
COLLEGE : Trest Deemed to be University  
CONTACT NUMBER : 8610264795

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof - Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

*A. Jeeva*

*Sridhar J*  
**REGISTRAR**

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's A of the UGC Act, 1956).  
THANJAVUR - 613 002, TAMIL NADU.





11th March 2021



**OFFER LETTER**

To,

NAME : V Priyanka  
DEPARTMENT : B.Sc Biotechnology  
COLLEGE : PRIST Deemed to be University  
CONTACT NUMBER: 6385382460

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours up to one month **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

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2. ID Proof – Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 8020213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

*Sridhar J*

*[Signature]*  
**REGISTRAR,**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR CAMPUS, TAMIL NADU.



11th March 2021



Indian Healthcare BPO

### OFFER LETTER

To,

NAME : P.Sriniji  
DEPARTMENT : R&D Biotechnology  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER : 9791621418

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an invitation for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours up to one month **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. *Possible growth up to Rs.50,000 per Month.*

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem.

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 820211119 / 720003525 for further process.

Thank you,

Sekhar J  
CEO

*Sekhar J*

*Sekhar J*  
REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
17b(i) of the UGC Act, 1956)  
THANJAVUR - 612 403, TAMIL NADU.



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11th March 2021



### OFFER LETTER

To,

NAME : S.ivaatsatishkann  
DEPARTMENT : B.Sc Biotechnology  
COLLEGE : PRIST Deemed to be University  
CONTACT NUMBER: 86100276908

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours up to one month **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.30,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 8220211110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

*Sridhar J*

*[Signature]*  
REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
11th 3 of the UGC Act, 1956),  
THANJAVUR - 610 013, TAMIL NADU



11th March 2021



**OFFER LETTER**

To,

NAME	:	C. Hemisha
DEPARTMENT	:	M.Sc Microbiology
COLLEGE	:	PRIST Deemed to be University
CONTACT NUMBER:	:	7708894947

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to **Rs.50,000 per Month**.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 8120211110 / 7200635525 for further process.

Thank you,

Sridhar J  
CEO

*A. Jeyaraj*

*A. Jeyaraj*

**REGISTRAR,**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
(U-3 of the UGC Act, 1956),  
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11th March 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME	:	M.Bharathi Molan
DEPARTMENT	:	B.Sc Biotechnology
COLLEGE	:	PRIST Deemed to be University
CONTACT NUMBER	:	8072049713

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000** per month based on your qualification, job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

**NOTE:** If unable to submit above mentioned documents on or before 30<sup>th</sup> June 2021, your offer letter will be cancelled.

Contact us @ 8228213118 / 720035525 for further process.

Thank you,

Sridhar J  
CEO

**REGISTRAR,**

Ponhalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
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BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

State Office: Karnataka

'Kandheni', P.B.No. 3, Shanada Nagar, Tiptur, 572201, Karnataka, India. Ph:+91 08134-250658, 251337, Fax:+91 08134-251337

E-mail: [bisidkarnataka@baif.org.in](mailto:bisidkarnataka@baif.org.in)

Website: [www.bisid.org.in](http://www.bisid.org.in)

Ref: HRD/BISID/KAR/APPT/2022-23

Date: 11.05.2022

To,

Mr.Makesh Vishwa

46, Anna Nagar, Madurai

LETTER OF APPOINTMENT

With reference to your application for employment and the interview held on 16 March 2022, we are pleased to appoint you in our Organization with effect from the date of your joining on the following terms and conditions:

1. Your designation will be "Project Officer"
2. You will be on probation for a period of six months from the date of your joining, which period may be extended or determined earlier at the discretion of the management.
3. Your total emoluments inclusive of salary and all monthly allowances will be Rs. 2,40,000/- p.a inclusive of deferred and indirect benefits as enumerated in the Annexure 'A' to this letter, subject to taxes as applicable. The Management also reserves the right to restructure or make changes in the emoluments during the period of your association with us, as per the the same will be applicable and informed to you
4. During probationary period, your services may be terminated by either side by giving a one-month or The salary (one-month Basic Pay) in lieu thereof. While on probation you will perform your duties assigned to you, including any other work assigned to you by your superiors.
5. You shall have a valid two-wheeler driving license at the time of joining duty and should also wear a helmet while driving a two-wheeler.
6. On expiry of the above probation period or extension thereof unless you are confirmed in writing, you will be deemed to be on probation.
7. During your probation, your performance will be under review and assessment by the Management and if Management is not satisfied with your ability or performance, your

  
REGISTRAR,

Ponnaiyah Ramajayan Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
SHANMUGUR-613 401, TAMIL NADU.

services are liable to be terminated without notice and without salary or payment in lieu of notice or compensation in lieu thereof and without assigning any reason.

8. Your services shall be terminated for suppression of any information or for furnishing any false information with the Management to obtain employment.

9. On termination of probation, you will hand over any property or article or documents entrusted to you by the Organization to enable the management to settle your accounts.

10. On completion of the probationary period successfully, you will be confirmed in the services of the Organization and placed in a suitable existing grade. After completion of the probationary period, the employment can be terminated, by either party, by giving one-month notice or salary in lieu thereof.

11. Your services may be transferred, if need be, due to exigencies of work to any other place, or any of our associate establishments, existing or that may come into existence in future where the activities of our Organization are or may be undertaken in future, and such deployment will be treated as purely administrative only to suit the needs of Organization. In case of transfer of services to any other Organization/Unit of the as applicable to them will be applicable to you. Branch/Department, the service conditions.

12. During your association with us you will not, without our previous permission in writing, carry out any private practice/business or enter any part of your time with any other establishment in any capacity. You will devote your full time attention exclusively to your duties promote the interest of our Organization and will not utilize or divulge any record or information to outsider(s).

You are expected to join on 01.06.2022 at BAIF Institute for Sustainable Livelihoods and Development Karnataka at 9.30 am. and report to M. Mr. Pandit G. Patil, Chief Program Executive, for further instructions.

For BAIF Institute for Sustainable Livelihoods and Development- Karnataka

  
(B. Shivarudrappa)

REGIONAL DIRECTOR

Having read and understood the above terms and conditions, I accept the appointment order and shall report on.....

Signature:

Name:

  
REGISTRAR,  
Ponnaiyeh Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR-606 003, TAMIL NADU.

Date: 12.10.2020

To

M.Rasika

Karur

**Subject:** Appointment as Sales Associate

Dear Rasika,

We are pleased to inform you that you have been selected for the position of Sales Associate at Hortking Pvt. Ltd. Your appointment is effective from 30.10.2020, and we are thrilled to have you join our team.

As a Sales Associate, you will be responsible for managing customer relationships, driving sales of our horticultural products, and contributing to the achievement of the company's sales goals. We expect you to uphold the values and standards of Hortking Pvt Ltd while delivering exceptional service to our clients.

Please find attached the detailed terms and conditions of your employment. We request you to review them thoroughly, sign, and return a copy of this letter as your formal acceptance of the appointment.

We look forward to a successful collaboration and your valuable contributions to our company.

Welcome aboard!

  
Best Regards,

  
**REGISTRAR,**  
Ponnaiyiah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956)  
THANJAVUR - 613 023, TAMIL NADU.



25 July, 2022



Indian Healthcare BPO

### OFFER LETTER

To,

NAME : SHYMALA.R  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

A. J. R.

  
REGISTRAR

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956).  
THANJAVUR - 606 003, TAMIL NADU.



12 Sep,2022



Indian Healthcare BPO

### OFFER LETTER

To,

NAME : SOUNDARYAM  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

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1. Resume with Photograph
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3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

A. J. R.



  
**REGISTRAR,**  
Ponnaiyah Ramaswamy Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
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06 July, 2022



Indian Healthcare BPO

### OFFER LETTER

To,

NAME : SUSMITHA.S  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

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1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

A. J. R.



  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 103, TAMIL NADU.



25 July, 2022



Indian Healthcare BPO

### OFFER LETTER

To,

NAME : AAR/AN.M  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

A. J. R.



  
REGISTRAR,  
Chennaiyan Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956).  
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4 July, 2022



Indian Healthcare BPO

### OFFER LETTER

To,

NAME : BALAKUMAR.L  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

A. J. R.



  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17s 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

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Indian Healthcare BPO

### OFFER LETTER

To,

NAME : BHUVANA.K  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

A. J. R.



  
REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-15 A of the UGC Act, 1956).  
THANJAVUR - 610 401, TAMIL NADU.

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## APPOINTMENT LETTER

To

Mr. V. SRIRAM  
S/o. K. Vaithilingam  
Door No 12, Kamarajar Nagar  
Thiruvarur - 613204

Greetings Mr. V. SRIRAM,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 25.08.2021, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



  
REGISTRAR,  
Ponnaiyah Ramaiyasa Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
- No 2 of the UGC Act, 1956),  
TIRUPUR - 613 402, TAMIL NADU.

# Thyrocare®

The Trust. The Truth.

**Thyrocare Technologies Limited**

Appointment Order

Date: 02.07.2021

Dear Ms. R. NASRIN,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
1%3 of the UGC Act, 1956).  
THANJAVUR-606 003, TAMILNADU.



# Thyrocare®

Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

Mr. D. VIGNESH  
S/o. R. Durairaj  
No 6, PKS Complex  
New Street  
Muthupet - 614704

Greetings Mr. D. VIGNESH,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 12.08.2021, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/A 3 of the UGC Act, 1956),  
THANDUPET - 613 403, TAMIL NADU.

# Thyrocare®

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**Thyrocare Technologies Limited**

**APPOINTMENT LETTER**

To

Ms. P. VENMATHI  
D/o. S. PUSPHARAJA  
Flat No 7, Amaze Enclave  
Arulananda Nagar West Extension  
Thanjavur - 613007

Greetings Ms. Ms. P. VENMATHI,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 19.08.2021, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,

  
Authorized Signatory



  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
UPE 3 of the UGC Act, 1956).  
THANJAVUR - 613 403, TAMIL NADU.

**Thyrocare Technologies Limited**

12 August, 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : G.DEVA GANESH  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9442766853

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
THANJAVUR - 613-103, TAMIL NADU.



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

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# Thyrocare®

The Trust. The Truth.

## APPOINTMENT LETTER

To

Ms. A. SOWMIYA  
D/o. B. Dhanapal  
Annamalainathar Kovil Street  
Mannargudi - 614001.

Greetings Ms. A. SOWMIYA,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 27.08.2021, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
TANJAVUR - 612 005, TAMIL NADU.

**Thyrocare Technologies Limited**



Appointment Order

Date: 02.07.2021

Dear Ms. K. GUNASUNDARI,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



REGISTRAR,  
Ponnaiyali Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANDIYUR, 613 403, TAMIL NADU.

Appointment Order

Date: 02.07.2021

Dear Mr. B. PAKUTHARIVU,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s of the UGC Act, 1956),  
THANJAVUR - 610 003, TAMIL NADU.

Appointment Order

Date: 02.07.2021

Dear Ms. S. LAKSHMI,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



REGISTRAR,  
Ponnaiyah Ramayam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
(1163 of the UGC Act, 1956),  
THANJAVUR-613 003, TAMILNADU

# Thyrocare®

The Trust. The Truth.

## APPOINTMENT LETTER

To

Ms. L. SUMITHA  
D/o. K. Loerthusamy  
Indira Nagar  
Gandavakkottai - 613301

Greetings Ms. L. SUMITHA,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 19.08.2021, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (P.R.I.S.T.),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANDIYUR - 613 103, TAMIL NADU.

### Thyrocare Technologies Limited

D-37/1, MIDC, Turbhe, Opp. Sandoz, Navi Mumbai - 400 701. Email: [wellness@thyrocare.com](mailto:wellness@thyrocare.com)





Date: 14.07.2021

**APPOINTMENT ORDER**

To

Ms. C. ISHWARYA,  
S/o. L. Chinnadurai  
No 8, AM Colony  
Periyar Nagar West  
Orathanadu - 614625

Dear Mr. K. DHANUSHKODI,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17s.3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.



Appointment Order

Date: 02.07.2021

Dear Ms. M. KALASEIVI,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 14/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. S. Ram Manohar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



REGISTRAR,  
Pennaiyal: Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 612 003, TAMIL NADU.



Date: 14.07.2021

**APPOINTMENT ORDER**

To

Mr. K. ADHITHYA  
S/o. M. Arun Kumar  
12, Thiruvalluvar Colony  
Kilavastachavadi  
Thanjavur - 613001.

Dear Mr. K. ADHITHYA,

Sub: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

**1. Date of Appointment**

Your appointment is effective from 29/07/2021

**2. Compensation Package**

You will be paid Rs. 25,000/- per month.

**3. Probation and Confirmation**

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

**4. Service Rules**

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



**REGISTRAR,**

Pennaiyeh Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956).  
THANJAVUR - 613 003, TAMIL NADU.





Date: 14.07.2021

**APPOINTMENT ORDER**

To

Mr. S. SUMAN  
S/o. J. Sundar  
21/3, Meenavar Complex  
Yagappa Nagar  
Thanjavur - 613007

Dear Mr. S. SUMAN,

Subj: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
1983 of the UGC Act, 1956),  
THANJAVUR - 613 001, TAMIL NADU







Date: 20.07.2021

**APPOINTMENT ORDER**

To

Mr. N. SIVA PRAGASAM,  
S/o. R. Natarajan  
18 A, New Bank Street  
Pattukottai - 614601

Dear Mr. N. SIVA PRAGASAM,

Sub: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 03/08/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



**REGISTRAR,**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under the UGC Act, 1956).  
THANJAVUR - 612 403, TAMIL NADU.





Date: 14.07.2021

**APPOINTMENT ORDER**

To

Mr. T. LOKESH,  
S/o. A. Thiagarajan  
No 4, Chetti Tharu  
Vallam - 613403  
Thanjavur

Dear Mr. T. LOKESH,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 29/07/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PR-ST),  
(Institution Deemed to be University  
U/S of the UGC Act, 1956).  
THANJAVUR-613 403, TAMIL NADU.





Date: 14.07.2021

**APPOINTMENT ORDER**

To

Ms. M. NALINI,  
D/o. R. Manimaran  
No 5, Nanayakara Chetti street  
Vallam - 613403  
Thanjavur

Dear Ms. M. NALINI,

Sub: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd, Chennai on the following terms and conditions: -

**1. Date of Appointment**

Your appointment is effective from 29/07/2021

**2. Compensation Package**

You will be paid Rs. 25,000/- per month.

**3. Probation and Confirmation**

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

**4. Service Rules**

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



**REGISTRAR,**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.





Date: 14.07.2021

**APPOINTMENT ORDER**

To

Ms. R. RENUKA,  
D/o. T. Rajendran  
16, Indira Nagar  
Pattukkottai - 614601

Dear Ms. R. RENUKA,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd, Chennai on the following terms and conditions: -

**1. Date of Appointment**

Your appointment is effective from 29/07/2021

**2. Compensation Package**

You will be paid Rs. 25,000/- per month.

**3. Probation and Confirmation**

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

**4. Service Rules**

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
As 3 of the UGC Act, 1956),  
THANJAVUR - 613 401, TAMIL NADU.







Date: 14.07.2021

**APPOINTMENT ORDER**

To

Mr. K. DHANUSHKODI,  
S/o. S. Krishnasamy  
16, Indira Nagar  
Pattukkottai - 614601

Dear Mr. K. DHANUSHKODI,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd, Chennai on the following terms and conditions: -

**1. Date of Appointment**

Your appointment is effective from 29/07/2021

**2. Compensation Package**

You will be paid Rs. 25,000/- per month.

**3. Probation and Confirmation**

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

**4. Service Rules**

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



**REGISTRAR,**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Uts 3 of the UGC Act, 1956),  
THANJAVUR - 613 401, TAMIL NADU.



12 August, 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : K. NALINI  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 7904825863

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

REGISTRAR,

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U.O. 3 of the UGC Act. 1956),  
THANJAVUR-610 013, TAMIL NADU.



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

[www.indianhealthcarebpo.com](http://www.indianhealthcarebpo.com) | [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) Ph: 9840014983 | 7200035525

12 August, 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : K. PRIYANKA  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9356183027

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO



**REGISTRAR,**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
1/15/3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

[www.indianhealthcarebpo.com](http://www.indianhealthcarebpo.com) | [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) Ph: 9840014983 | 7200035525

12 August, 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : K. SANGEETHA  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9796287177

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

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Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
under Sec 3 of the UGC Act, 1956),  
THANJAVUR - 610 003, TAMIL NADU.





12 August, 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : R. SUNDARAMURTHY  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9791452382

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

**REGISTRAR**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
by 3 of the UGC Act, 1956).  
THANJAVUR - 610 003, TAMIL NADU.



12 August, 2021



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : G. VIJAYASANTHI  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9844634167

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

REGISTRAR

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under the UGC Act, 1956)  
HEALTHCARE BPO, TAMIL NADU.



HCL TECHNOLOGIES LTD.  
Division: Business Services  
B-34/3, Sector 59, Node 301 301, UP, India  
Tel +91 120 4364200, Fax +91 120 2589688  
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India  
CIN- L74140DL1991PLC046369  
www.hclbpo.com  
www.hcl.com

Date: January 12, 2021

**Private and Confidential**

**Rakshana R**

**Viswanathan St  
Viswanathan St,  
Chennai,  
Tamil Nadu,  
India - 600044**

**Dear Rakshana,**

With reference to your application and subsequent interview, we are pleased to make you an offer - cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES ("BSERV" or "HCL" or "Company")** as **Process Associate**. You are required to report on January 13, 2021 at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 175000 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client and genuineness of documents** or information provided by you to the Company. You are

U-13 of the UGC Act, 1956)  
THANJAVUR-313 403, TAMIL NADU

Signature of the employee

**HCL**



HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noide 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

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being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function.**
- Please note that if you **chose to resign** from services of **HCL Technologies – Business Services within six(6) months from your date of joining, a sum of up to Rs. 50,000/- will be recovered towards training expenses.**
- Your services during the period of probation shall be liable to be terminated giving two (02) months' notice or two months' basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving two (02) months' notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.

REGISTRAR,

Dr. J. Jayaraman Institute of  
Science & Technology (Autonomous)  
(Established in 1984)

U-3 of the UGC Act, 1956,

THANJAVUR-613 013 TAMIL NADU.

- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period

Signature of the employee

**HCL**



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CIN- L74140DL1991PLC046369

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as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with HCL TECHNOLOGIES - BUSINESS SERVICES, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the HCL TECHNOLOGIES - BUSINESS SERVICES employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits and subject to company's policy.
- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the Instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up anywhere in India or abroad, on the same terms and conditions of employment as the said institution of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the

Signature of the employee

**HCL**

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deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - cum - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.
- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at Chennai, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for 7 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a

1% 3 of the UGC Act, 1956),  
THANJAVUR-613 003, TAMIL NADU.

Signature of the employee

**HCL**



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B-34/3, Sector 59, Noida 201 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

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CIN- L74140DL1991PLC046369

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termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - o School leaving certificate / birth certificate
  - o Educational qualification certificate (from 10th std onwards) along with mark sheets
  - o Passport (The first 4 and the last 4 pages)
  - o Relieving letter or duly accepted resignation letter from your present and previous employers
  - o Salary certificate from your present and previous employers

Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For HCL TECH LTD BPO SERVICES



Amrita Das

Vice President, Head-Global Rewards

  
**REGISTRAR,**

Pennaryah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11th A of the UGC Act, 1956),  
THANJAVUR - 612 002, TAMIL NADU.

Signature of the employee

**HCL**

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 CIN- L74140DL1991PLC046369  
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 www.hcl.com

### **DECLARATION**

I, Rakshana R, hereby declare that I have completely understood the contents of the Instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
  - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

**In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, State street HCL Services (India) Private Limited has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.**

### **Annexure II**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> - Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> - Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request - Only if required)</b>	

Principal Tamil Nadu Institute of  
 Science & Technology (PRIST),  
 Institution Deemed to be University  
 116/3 of the UGC Act, 1956,  
 THANDUPUR - 613 401, TAMIL NADU

Signature of the employee

**HCL**





**HCL TECHNOLOGIES LTD.**

Division: Business Services

B-34/3, Sector 59, Noida 201 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- (741400DL1991PLC046369)

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- Please ensure your BGV Status is Green, before the Date of joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd Sez Unit-2 (Sdb2 Buid), Ecot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Surya Sapphire, Plot#3, 1st Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor - Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Ecot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 - 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers,Third Floor,Kesarepalli, Gannavaram,Krishna District 521102

(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956)  
THANGALAI - 613 403, TAMIL NADU

Signature of the employee

**HCL**



HCL TECHNOLOGIES LTD.  
Division: Business Services  
B-34/3, Sector 59, Noide 301 301, UP, India  
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CIN- L74140DL1991PLC046369  
www.hclbpo.com  
www.hcl.com

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies\* which are listed in corporate intranet [www.hclbpo.net](http://www.hclbpo.net).

### **Annexure III**

#### **EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

##### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

##### **House Rent Allowance (HRA)**

The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

**Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

##### **Advance Statutory Bonus**


*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*

##### **Attendance Allowance**

Attendance Allowance is payable max. up to INR.1000/- per month.

##### **Compensatory Allowance**

Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

  
**REGISTRAR,**  
Ponnamayyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
under Sec 3 of the UGC Act, 1956)  
(Established in the year 1984)

Signature of the employee

**HCL**

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CIN- L74140DL1991PLC046369  
www.hclbpo.com  
www.hcl.com

## **Medical Insurance**

Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

### **• Coverage under ESI:**

*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*

The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

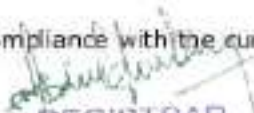
Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

## **Gratuity**

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIET),  
(Institution Deemed to be University  
1153 of the UGC Act, 1956),  
THANJAVUR - 613 001, TAMIL NADU.

Signature of the employee

**HCL**



HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noide 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- (741400DL1991PLC046369

www.hclbpo.com

www.hcl.com

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*



REGISTRAR,

Ponnaiyah Ramaswamy Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANDIYUR - 613 403, TAMIL NADU.

Signature of the employee

**HCL**



**PRIST DEEMED TO BE UNIVERSITY**  
**SCHOOL OF EDUCATION**  
**THANJAVUR**








**2019 -2021 BATCH B.Ed., STUDENTS PLACEMENT DETAILS**

S.NO	REG.NO	NAME OF THE STUDENT	SCHOOL NAME	PACKAGE	ID PROOF
1	1902EDTA1002	EPAPATHY	SRI BARATHI VIDYALAYA HIGH SCHOOL, NEW STREET, MANNARGUDI	10,000 PM	
2	1902EDCO1002	M.MARCILIN JOVITHA	VIDHYA MATRICULATION HR SEC SCHOOL, BUDALUR, THANJAVUR	20,000 PM	

**REGISTRAR,**  
Ponnaiyah Ramaiyadurai Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under Sec 3 of the UCA, Act. 1956),  
THANJAVUR - 613 403, TAMIL NADU.

*P. Rajan*

*K.B. Jagan*

3	1902EDCO1004	P.KALAISELVI	DHARANI MATRIC HR SEC SCHOOL, MANNA RUCUDI	3,000 PM	
4	1902EDCO1003	M.PUSHPA	CHURCH PARK NURSERY & PRIMARY SCHOOL, MADUKKUR	10,000 PM	
5	1907EDMT1001	J.KAJAMANI	BHARATHIDASANAR GROUP OF SCHOOLS, SARAKKONAM	25,000 PM	
6	1907EDMT1003	S.JAYAPRIYA	PONNAIYAH RAMAJAYAM PUBLIC SCHOOL, KUNBAKKONAM	17,000 PM	
7	1907EDTA1001	K.GOMATHI	TAN SRI UBALDULLA MATRICULATION HR SEC SCHOOL, RAJAGHERI	15,000 PM	
8	1907EDEN1002	K.KALARAS I	CRESCENT MATRIC HR SEC SCHOOL, PANDARAVADA I	20,000 PM	
9	1907EDTA1002	A.RAHMATH BEEVI	CRESCENT MATRIC HR SEC SCHOOL, PANDARAVADA I	20,000 PM	

REGISTRAR

Coimbatore Engineering Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under Section 3 of the UCA Act, 1956)  
T-49, 3rd Floor, 1st & 2nd, TNMIL NADU

K. B. Jagan

P. Rajam

10	1907 EDC 51002	S. S. DEEA	ALAGU KOOTU ACADEMY, POONMUTUR MAIN ROAD	22.08.2014 PM	
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P. Rajan

K. B. Jey

  
**REGISTRAR,**  
 Ponnaiyah Ramalingam Institute of  
 Science & Technology (PRIEST)  
 (Institution Granted to be University  
 19s 23 of the UGC Act, 1956)  
 THANJAVUR - 606 013 TAMIL NADU



# BE YOURSELF, MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date:03-Nov-2021

Anjana Devi Subburaj  
C10300162

79F,abirami street, Dabeer kulam road, East gate,thanjavur-613001

8754647930

Dear Anjana Devi Subburaj,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure I for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 3.0 (Oct 2021)

1

Reference Id: 2c8ffcad-a0b6-400c-af5a-f85a4b3f7e19\_1  
Signed By: Mahesh Vasudeo Zurale

Candidate's Signature

REGISTRAR,

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17s 3 of the UGC Act, 1956),  
THANJAVUR-613 001, TAMIL NADU.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding. Please note that compliance with these provisions is a condition precedent for this offer or your continued employment with the Company post onboarding.

**Pre-Onboard Learning Module:** To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 60% marks to successfully clear the assessments.



- \* During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you. Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

After accepting this offer, we encourage you visit Countdown to the Company

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mahesh Vasudeo Zurele  
Senior Managing Director  
Lead, Advanced Technology Center, India

[ Insert full legal name]



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/A 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.



## **ANNEXURE 1**

### **COMPENSATION & BENEFITS**

Annual Total Cash compensation structure as per the Company guidelines is:

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,500
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9,500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	450000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

#### (B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

  
**REGISTRAR**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
TRAP, L-205, 6TH FLOOR, TAMIL NADU.  
Candidate's Signature

### (C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

### Note: For International Worker Only\*

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\* As defined by applicable law from time to time.

### Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
15 B of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.



## ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.  
Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
- U-3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.





Date: 24 Mar 2022

Mr. FAHEEM AHAMED H  
Dubai, UAE

OFFER LETTER

Dear Faheem Ahamed H,

Techniche Trading LLC (TT) is pleased to offer you employment at its Dubai Headquarters on the following terms and conditions:

1. Title : Sales and operation engineer
2. Joining Date : Should you accept this offer of employment, you will join TT on 01 April 2022.

This offer of employment shall remain open until 01 April 2022. If no acceptance by you hereof is received by us on or before such date, this offer shall expire.

3. Compensation : You shall be paid a salary in United Arab Emirates Dirham's ("AED"). Your total monthly compensation shall equal to AED 4,500/- payable monthly as gross salary.

Your monthly basic salary and allowances are as follows:

Basic Salary:	AED 1500/-
Living allowance	AED 1000/-
House Rent Allowance:	Shared company accommodation provided
Transport Allowance:	AED 500/-



Mobile Allowance:	Limited mobile plan provided under company account
Total Monthly Compensation:	AED3,000/-

Allowances include all amounts whatsoever over and above the Basic Salary as contemplated under the definition of "Remuneration" in Article 1 of the UAE Labour Law for the Private Sector being Federal Law No. 8 of 1980, as amended (the "Labour Law"). Basic salary is paid for 365 days per year.

4. Office Timings : You will be required to work from 9:00 a.m. to 6:00 p.m. in 6 days a week with one day weekly off and you may be required to work additional hours based on operational requirements.
5. Public Holidays : You will be entitled to all public holidays based on the government press release concerning holidays for the private sector. Any public holidays which fall during your annual vacation cannot be claimed.
6. Air Fare : You will be eligible for a cash benefit for a round-trip economy airfare in an airline at company's discretion for every completed 24 months of service to the international airport of the capital of your country of permanent residence.
7. Annual Leave : Annual Leave - 24 calendar days' vacation for the first year of service (pro-rata) and 30 days' leave thereafter for each completed 12 months of service or pro-rata (which cannot be taken during probationary period) plus any government announced public holidays, which fall on a normal working day.
8. Contract Validity : You will be employed on a limited contract and will remain in force until one party delivers to the other party 2 month written notice of termination excluding any terminations as applicable under Article 120 of UAE Labour Law.

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17% 3 of the UGC Act 1956),  
TIRUPUR - 620 022, TAMIL NADU.



9. Medical Insurance : You will be covered by Medical Insurance as per UAE Labour Law
10. Probation : Probation period shall be for a period of six months, starting from the date of joining the Company during which time the contract may be terminated by either party by giving not less than one week's notice
11. Visa : The cost of visa stamp on the passport & visa medical for self will be borne by the Company.

In the event that your Visa application is rejected or not processed within 60 days from the date of joining then your employment with TT will stand terminated with immediate effect.

Should you fail the mandatory Medical/Fitness Test by the Dubai Health Authority, or should you resign prior to completion of one year of service, you will be required to reimburse the company all recruitment expenses including the cost of airline tickets for you to join us (if applicable), total visa process expenses, and bear you air tickets for your return to your country.

12. End of Service Gratuity : As applicable by Labour Law
13. Confidentiality/ Conduct : As per the signed Confidentiality Agreement & Code of Conduct & Ethics.

During your employment with us, you must devote your entire time and attention to the services of the company and may not be involved in any other service, occupation or business without the prior written consent of the Management.

14. Rules and Regulations : In addition to the terms and conditions set forth in this offer letter, employment contract and as described in paragraph 14, by accepting this offer of employment, you expressly and irrevocably agree that you shall follow and abide by any applicable rules and regulations issued from time to time by TT, the Government of Dubai or any other Government agencies of the United Arab Emirates.

REGISTRAR,  
Gopalan Mahajayan Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
under the UGC Act, 1956).  
TANDYOTTA, DISTRICT TAMIL NADU.



without limitation, the terms and conditions of the Security Compliance and Non-Disclosure Agreement apply as terms and conditions of your employment.

15. Labour & Immigration Formalities : Notwithstanding any of the foregoing, you expressly agree that your employment hereunder is contingent on the successful completion of all labour and immigration formalities and the ability of TT to obtain for you the appropriate residence and employment visa.

We at TT look forward to you joining us and sincerely hope that you find your employment with us both challenging and rewarding. Please confirm your acceptance of this offer of employment by signing below where indicated "Agree and Accept."

Yours sincerely,

  
Name: Arye Distant  
Title: Managing Director  
Techniche Trading LLC

I, the undersigned, Agree and Accept to the above terms and conditions.

Faheem Ahamed


.....  
Name

*H. Faheem A.*

.....  
Signature

25/03/2022

.....  
Date

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956),  
THANJAVUR-612 403, TAMIL NADU.





#### APPENDIX TO OFFER LETTER

1. This offer is subject to your passing a pre-employment medical examination
2. Your salary and allowances will be paid in arrears at the end of each month.
3. You will be entitled to sick leave as per UAE Labour Law, subject to being certified as sick by a competent medical authority. No accumulation of sick leave is permitted.
4. This offer is valid subject to completion of all formalities and submission, prior to commencement of employment, of all the required documents such as Release or End of Service Certificate from your last employer, if applicable; Education and Experience certificates (if not already submitted).
5. You will be required at all times to comply with the Company's rules, regulations and procedures, Confidentiality agreement, Employee Code of Conduct including its Quality Assurance, Environment, Health and Safety standard procedures, for the duration of your employment.
6. You may be required to provide training, coaching & guidance to other employees working with the Company & contribute to their development & enhanced performance.
7. TT reserves the right to carry out reference checks prior to your joining TT or during probationary period. Confirmation of your employment will be subject to satisfactory reference checks.
8. All aspects of this contract shall be interpreted in accordance with UAE Labour Law and Company's policies and procedures.

I hereby accept the offer of employment and the terms and conditions as detailed above.

Faheem Ahamed

.....  
Name

*H. Faheem A.*

.....  
Signature

25/03/2022

.....  
Date

*[Signature]*  
**REGISTRAR**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
1/15 of the UGC Act, 1956).  
TRANCE, POB 612 102, TAMIL NADU,  
INDIA

TECHNICHE TRADING LLC

Department of Economic Development (Dept. of Dubai License 723475) | TIN # 100376843708100  
PO Box 263125 Dubai | [www.techniche.ae](http://www.techniche.ae) | [sales@techniche.ae](mailto:sales@techniche.ae)



22-Nov-2021

Dear Gayathri P,  
MCA, Computer Application  
Ponnaiyah Ramajayam Institute of Science and Technology, Thanjavur

Candidate ID – 16685644

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR Rs. 450,500/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant will be prioritized.

REGISTRAR

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam,

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(Institution Deemed to be University  
U'n 3 of the UGC Act, 1956),  
THANJAVUR - 613 163, TAMIL NADU.

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

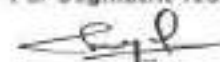
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



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Science & Technology (PRIET),  
(Institution Deemed to be University  
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THANJAVUR - 613 003, TAMIL NADU.



## Compensation and Benefits

Name: Gayathri P

Designation: Programmer Analyst  
Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
<b>Annual Gross Compensation</b>			<b>359,988</b>
Incentive Indication (per annum)**			22,500
<b>Annual Total Compensation</b>			<b>382,488</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
<b>Annual Total Remuneration</b>			<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

**Leave & Vacation:**

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
under Sec 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

**Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Gayathri P, 24, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

**RECITAL:**

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

**1. Duties and Responsibilities**

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's



systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### **4. Confidentiality**

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### **5. Data Protection**

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### **6. Work Schedule**

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per



any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## **10. Representations and Warranties**

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;



c. you represent and warrant that you shall not bring into Company premises or systems for use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

#### **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

#### **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

#### **13. Unauthorized Absence**

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

#### **14. Retirement**


You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

#### **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

  
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• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

#### **16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

#### **17. Survival**

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

#### **18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

#### **19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited      Gayathri P**

Sign: \_\_\_\_\_  
Name: \_\_\_\_\_

Sign: \_\_\_\_\_  
Name: \_\_\_\_\_



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Science & Technology (PRIST),  
(Institution Deemed to be University  
17% 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.



**The Muthoot Group**



**SANJAI R**

**UNIOR RELATIONSHIP EXECUTIVE**

Emp Code: MF57168

REGISTRAR,

Branch: NACHYARU

Science & Technology (PRIST)

Regd. by the Government of Tamil Nadu

(As per the UGC Act, 1956)

CHENNAI - 600 003, TAMIL NADU.

**Authorised Signatory**

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



PARVATHAVARTHINI TEX

4/148, KULATHUPALAYAM,  
PALLADAM ROAD,  
VEERAPANDI (PO), TIRUPUR.  
PH. NO: 9894644060



NAME : DIVYA

DESG : ~~CHEER~~

REGISTRAR,

ID NO : 482

Thiruvalluvar Ramakrishna Institute of  
Science & Technology (PRIET),  
(Institution Deemed to be University  
under the UGC Act, 1956)  
Tirupur - 641 012, Tamil Nadu

AUTHORIZED SIGN





**PONNAIYAH RAMAJAYAM INSTITUTE OF  
SCIENCE & TECHNOLOGY (PRIST)**

Declared as DEEMED TO BE UNIVERSITY  
U/s 3 of UGC Act, 1956

## **PLACEMENT OFFER LETTER FOR THE YEAR 2019-2020**

# SCHOOL OF EDUCATION THANJAVUR

## 2018 -2020 BATCH B.Ed., STUDENTS PLACEMENT DETAILS

S.NO	REG.NO	NAME OF THE STUDENT	SCHOOL NAME	SALARY	ID PROOF
1	1802ED1015	KUMAMAHESWARI	LITTLE FLOWER NURSERY & PRIMARY SCHOOL, LAKSHMANGUDI	8,000 PM	
2	1802ED1016	J.FLARANCE ISABELLA	ESAR MATRICULATION SCHOOL,LAKSHMANGUDI 1	9,000 PM	
3	1802ED1044	M.PRIYADHARSHINI	THAMARAI INTERNATIONAL SCHOOL,THANJAVUR	20,000 PM	
4	1802ED1091	ABINAYA.V	RAJAM KRISHNAMURTHY PUBLIC SCHOOL (CBSE),TRICHY	25,000 PM	
5	1802ED1092	JESU PRATHABAN	KAMALA NIKETHAN MONTESSORI SCHOOL (CBSE),TRICHY	30,000 PM	
6	1802ED1093	L.ROSALINE IMMACULATE	YAGAPPA SCHOOL, THANJAVUR	18,000 PM	
7	1802ED1095	R.SANGAVI	THAMARAI INTERNATIONAL SCHOOL,THANJAVUR	20,000 PM	

  
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 Science & Technology (PRIST),  
 (Institution Deemed to be University  
 U/s 3 of the UGC Act, 1956),  
 THANJAVUR-613 403, TAMIL NADU.

8	1802ED1086	A.TAMILARASI	SIR SIVASWAMI BALAVEDHYALAYA MATRIC HR SEC SCHOOL, THIRUKKATTUP ALLI	10,000 PM	
9	1802ED1020	T.VIII	RAHMATH GIRLS MATRICULATION HR SEC SCHOOL, MUTHUPET	12,000 PM	
10	1802ED1055	C.REVATHI	GNANAPRASUNAMBIKA VIDHYALAYA NURSERY & PRIMARY SCHOOL, PATTUKKOTTAI	9,000 PM	
11	1802ED1062	S.JENIFER	ST.JOSEPHMATRIC HIGH SCHOOL, MANNARGUDI	10,000 PM	
12	1802ED1097	A.MERLINE PONNI	SACRED HEART MATRICULATION HR SEC SCHOOL, CHENNAI	25,000PM	
13	1802ED1099	JOTHI	ST.ANNE'S NURSERY & PRIMARY SCHOOL, LALGUDI	13,000 PM	

*Dr. S. S. Senthil*

DEAN/HOD

*[Signature]*  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
(As 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.



# VOICE TRUST

(Voice for the Oppressed through Integrated Community Emancipation)

Registered in 1985 under Indian Trust Act as non-profit Voluntary Organisation (NGO)

Approved from 1986 under FCRA for Empowerment of Disadvantaged People irrespective of creed or caste

Tax exempted from 2002 under 12A and 80G Acts for works of Charity / Social Action for all down-trodden people

To

Mr. K. Vijay

S/O Mr. S. Kannan

6/638-Thiruvalluvar Nagar, Siruvachur Post – 636112,

Attur Taluk, Salem District, Tamil Nadu

**Subject:** Appointment Letter for Job in VOICE Trust

Greetings from VOICE Trust, a non-profit and not for profit social service organization from Trichy District, entering into 35th year of involvements in ecological agriculture for poison-free food, in environmental protection for pollution-free life and in empowerment of economically-socially-educationally disadvantaged children-women-men including the Differently Abled Persons irrespective of creed-caste-gender or other discrimination for poverty-free society.

\* Registered in 1985 under Indian Trust Act. Amendment Deed on 26.07.2005

\* Approved from 1986 by Government of India under FCRA. Next Renewal in 2021

\* Tax Exempted from 2002 under 12AA and 80G Income Tax Acts.

\* Registered from 2014 under Niti Aayeg by Government of India- NGO Darpan

\* Approved from 2013 by Organic Certification Department of Government of Tamil Nadu

\* Nominated by Department of Environment from 1998, Looking with Mahalir Thittam, Collectorate, Trichy and with M.R. Palayam Forest Extension Division and other Government Department.

In continuation of the Campus Interview conducted in PRIST University, Vallam on 01.02.2020, VOICE Trust has decided to appoint you as Agriculture Coordinator for helping small and marginal Farmers in 195 Village Panchayats of 7 Blocks in Trichy District

You can join duty from 17<sup>th</sup> July 2020 at the Human Resource Development Training Centre at Siruganur, Manachanallur Block, Trichy District. You can stay in Friendship Children's Home campus there. Since, we have 29 parentless and at risk children there, we need Police Verification Report like the one our Office Coordinator Mr. B. Kishore Kumar has got

Wishing you a new career in agriculture,  
Yours truly,

  
(A. GREGORY)

A. GREGORY  
PROJECT DIRECTOR  
VOICE TRUST  
18, Thathachari Residency,  
Mambalasalai, Tiruvanaikol Post,  
Tiruchirappalli - 620 005, Tamil Nadu, India.



Office Address : VOICE TRUST, 18- Thathachari Residency, Mambalasalai, Tiruvanaikol Post,  
Tiruchirappalli - 620 005, Trichy District, Tamil Nadu, India. Phone: 0431 - 220809 Mob: 94431-43388  
Email : voicetrust.ty@gmail.com Website : www.voicetrust.org.in Fb : www.fb.com/voicetrust.ty@gmail.com

Field Centre : Human Resource Development Training Centre, VOICE TRUST, Siruganur - 621 105, Trichy District.

REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956)  
THIRUVARUR - 610 005, TAMIL NADU.



24<sup>th</sup> September 2020

Ref: No.HR/AO/ 113

**Mr. S. Sangeethraj**  
S/o Shri P Sankar  
#2/554, Kumarimaduvu,  
Bommidi (PO),  
Pappireddipatti (Tk), Dharmapuri (Dist).  
PIN - 635 301.

Dear Mr. Sangeethraj

Sub: Appointment Order

Shefa Management takes pleasure in appointing you in the company as **Marketing Officer**, in **Tamilnadu Region**. The compensation and other terms & conditions governing your employment are given below:

1. The total investment to the company by virtue of your employment as **Marketing Officer** is **Rs. 2,40,000/- (Rupees Two Lakhs & Forty Thousand Only)** per annum. Since the compensation to the employees of our company is purely based on potential, performance and promise, it is governed by a confidential salary system. Hence it is requested to keep your remuneration confidential.
2. If any of the information furnished by you through your Resume / Application or any other document in connection with your employment with our Company is found to be incorrect or it is found at a later date that you have not revealed any relevant information, your services are liable to be terminated forthwith without any notice pay in lieu thereof.
3. You will be eligible for compensation towards official tours and travels, as per the rules of the Company.
4. Your initial place of posting will be communicated after induction Training Programme.
5. As per our Service Rules, you shall be liable to be transferred to any branch of this Department at any place in India or to any Department of our Company and assigned such other duties as may be deemed proper in the interest of the Management.

6. You will be reporting to **Mr. S Arul Xavier, Regional Manager, Tamil Nadu & Kerala.**

**REGISTRAR,**  
Ponnaiyah Ramaswami Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17A 3 of the UGC Act, 1956).  
THANJAVUR - 613 401, TAMIL NADU.

**Shefa Agricare Technologies**

Old No. C20, New No. 44, 16<sup>th</sup> Avenue, Ashok Nagar, Chennai 600 083

Tel: +91 44 48601720 email : welcome@shefa.co.in



7. You will be governed by the Service Rules of the Company, standing orders wherever applicable and other rules and regulations of the Company issued from time to time by the Management.
8. We are sure you would like to have a long association with us. However, of your own volition, if you would decide to leave the serve, you may do so either by giving Three months' notice of such intention or by paying three months Basic salary in lieu of notice.
9. You should not indulge in illegal or unethical activities, like receiving cash payments from Dealers.
10. Any payments for the Company should be received by way of cheque/DD/RTGS in favour of Company name only.
11. You will devote your entire time to the work of the Company and will not undertake any direct or indirect business or work, honorary or with remuneration. Or compensation in lieu of such notice. You hereby undertake that none of your relatives will be a Dealer directly or indirectly for our Company.
12. You should handover all the company records, Assets received, submit NOC from the Dealers concerned and settle highlighted Business issues as advised by your Reporting Authority before relieving from the Company; otherwise action will be taken legally.
13. You will reside in the Head Quarters assigned to you and communicate your corresponding address to HR department. Any change in your address, phone nos (landline or Mobile) and email ids must be communicated to us in writing immediately.
14. If your services are not satisfactory or not to the expected level, Management has the rights to terminate or relieve you from services of the Company with prior notice any time.
15. In case of any dispute of any kind arising out of your employment or breach of contract (s), a court of law in Chennai alone shall have Jurisdiction to adjudicate upon any such dispute.
16. The offer of Appointment is subject to your being found medically fit by the Authorized Medical Consultant.

17. You are not eligible for any other emoluments and benefits other than those, which are specifically mentioned in this appointment order.

Pennaiyah Rajasekaran, Institute of  
Science & Technology (P.R.S.T.)  
(Institution Deemed to be University  
11% S of the UOCT Act, 1956).  
TRANS. PUNE - 111 103, TAMIL NADU.

## Shefa Agricare Technologies

Old No. C20, New No. 44, 16<sup>th</sup> Avenue, Ashok Nagar, Chennai 600 083  
Tel: +91 44 48601720 email : welcome@shefa.co.in





18. The Validity of this order shall be 15 days from the date of receipt, before that your acceptance letter should reach to this office. Beyond this date the order of appointment shall stands withdrawn.

The Company and its Management expect a performance from you of the highest order and would be pleased to accord to you due recognition based on merits not only in regard to specific performance expected from you, but also in your cultivating excellent relations with your colleagues, sub-ordinates, superiors and the public and in consolidating the Corporate Structure.

In acceptance of this offer, you may please sign the duplicate copy of this letter and return it to us.

Wish you the best and long enjoyable career with Shefa.

for Shefa Agricare Technologies

**N THIRUMAVALAVAN**  
**CHIEF MARKETING OFFICER**

I have carefully read the above offer of appointment to me as SHEFA AGRICARE TECHNOLOGIES and the conditions prescribed therein and I willingly and unconditionally accept this offer of appointment on the terms and conditions mentioned therein and shall agree to abide by them.

I shall report for duty on

PLACE:  
DATE:

SIGNATURE

**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Uts 3 of the UGC Act, 1956),  
HEANGI, PO, 601 402, TAMIL NADU.

**Shefa Agricare Technologies**

Old No. C20, New No. 44, 16<sup>th</sup> Avenue, Ashok Nagar, Chennai 600 083  
Tel: +91 44 48601720 email : welcome@shefa.co.in





**PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY [PRIST]**

(Institution Deemed to be University – U/s 3 of the UGC Act, 1956)

THANJAVUR – 613 403 - TAMIL NADU

Date: 18.12.2020

**PROVISIONAL APPOINTMENT ORDER**

We are pleased to inform that **Mr.SUGAM VERMA** has been provisionally selected for the appointment of **PROJECT ASSISTANT** in Center for Environmental Engineering (CRD) at Ponnaiyah Ramajayam Institute of Science & Technology (PRIST), Thanjavur. His appointment is purely performance based and subject to the terms & conditions of this management. He will be paid monthly salary of Rs.12,000/-

Conformation Appointment Order will be issued only on submission of the following certificates.

- (i) Original Mark Sheets, Cumulative Mark sheet and Provisional Certificate /Degree certificates pertaining to UG/PG,
- (ii) Original Certificates for the service claimed in the application.
- (iii) Original Relieving Order from the Institution from where recently relieved from the service.

**Copy to:**

Hon'ble Chancellor Sir  
Hon'ble Vice Chancellor Sir  
Special Officer  
Director – CRD  
Accounts Officer (West Campus)  
Personnel Department

  
**REGISTRAR,**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.



  
**REGISTRAR**

68/140

**REGISTRAR**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU





## Manali Petrochemicals Limited

Ponneri High Road, Manali, Chennai - 600 068

Phone : 044 - 25941025 Fax : 044 - 25941199

Ref: Pers/101/03/2020

September 7, 2020

### INTERNSHIP OFFER

Ms. Jayanthi Rajagopal  
No.127/1, Near Petrol bunk,  
Thiruppainkeeli,  
Trichy - 621 005

Dear Jayanthi Rajagopal,

Congratulations!

Further to our discussions with you it gives us immense pleasure in inviting you for Internship at MPL.

We are pleased to extend this confirmation letter for internship opportunity at MPL. This offer stands only upon receiving your signed copy as token of acceptance.

We believe, this Opportunity will be a rich learning platform and Opportunity to relate your theoretical knowledge and practical scenario.

Your date of joining will be on or before 14.09.2020. This internship period will be for 6 month commencing from your date of Joining. Initially you are required to report at our site office in Manali, Chennai.

You will be paid Rs.8000/- per month to meet your conveyance and incidental expenses and apart from this you will not be paid any salary or other benefit as extended to other employees.

  
REGISTRAR,

Ponnalyah Rumiayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
11 to 3 of the UGC Act, 1956),  
THANJAVUR - 601 003, TAMIL NADU.





Email ID : prabhakar@manalipetro.com

Registered Office :

SPIC House, 88, Mount Road, Guindy, Chennai - 600 032.


CIN : L24294TN1986PLC013087 - Website : www.manalipetro.com



**Terms & Conditions of Employment:**

1. Your internship period shall be governed by rules and regulations of MPL.
2. During this internship period, you must effectively and to the best of your ability perform all responsibilities and ensure results.
3. This internship is subject to your successful clearance of Pre-Employment Medical Checkup (PEMC) as per MPL Standards.
4. Please note that furnishing of false information or suppressing any factual information in the application form or any other document is a disqualification for internship in MPL. If such and act should come to our notice at any time during the period of your internship period in MPL, your internship is liable to be terminated.
5. During this period with MPL, you will devote full time and attention to the internship requirements entrusted to you from time to time. You shall not engage in any other internship without prior written permission of MPL.
6. You are expected to produce 100% attendance during your internship period, if there is absence due to unavoidable circumstances such day(s) shall be compensated by extending your completion date.
7. You will keep in confidence any business or trade secret or any other information of the Company and will not use such secret or information other than in the course of the Company's business, or divulge such information to outsiders or unauthorized persons either during internship or afterwards.
8. You shall follow all the safety rules & regulations, expressed or implied regarding self, equipment, co-employees and workplace and ensure compliance given by your reporting.
9. You will be responsible for the safe keeping and maintaining in good condition and order all properties belonging to MPL, which may be in your use, custody or charge.
10. You shall not have right or claim to any invention and / or scientific discovery arising during the course of and in connection with your internship in MPL and MPL will be entitled to all rights to such invention and / or scientific discovery including right to obtain patents, copy rights in respect thereof.

Email ID - prabhakar@manalipetro.com

  
REGISTRAR,  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
19% 3 of the UGC Act, 1956),  
THANJAVUR - 613 103, TAMIL NADU.

Manali Petrochemicals Limited

:3:

11. You will keep us informed of any change in your residential address, mobile No., Email ID and civil status. Any communication sent to the address furnished /updated by you (either by courier or registered post) shall be valid a service upon you.
12. Any dispute arising out of any matter relating to your employment will be subject to Chennai jurisdiction.
13. Your internship services can be terminated from either side by giving a prior written notice of one week, without assigning any reason whatsoever.

We welcome you to the MPL Family and look forward for a mutually beneficial association.

Thanking you,

Yours truly,  
For Manali Petrochemicals Limited



RS Prabhakar  
HEAD - HR



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
THANJAVUR - 612 001, TAMIL NADU.

Email ID : prabhakar@manalipetro.com



**Right**  
**SOLUTIONS**

REG-54/2015  
GSTIN:33AA8F5280Q128

To,

M. Manimathi,  
1013, Valluvar Street,  
Sathyamangalam,  
Tiruppur-64  
Ph: 76885405

Sub: Appointment for the post of " Junior Research Fellow " Outsource by RIGHT SOLUTIONS MANPOWER AGENCY to Office of the Joint Director of Agriculture, Thanjavur District.

Greetings from RIGHT SOLUTIONS MANPOWER AGENCY!

As per reference cited, the selection of Junior Research Fellow on contract basis has been announced by RIGHT SOLUTIONS MANPOWER AGENCY to Office of the Joint Director of Agriculture, Thanjavur District for filling up of vacant post.

Congratulations! We are very pleased to inform you that you have been selected by our Company as Junior Research Fellow contracted on outsourced basis to provide services under Office of the Joint Director of Agriculture, Thanjavur District.

Please be informed that this is a contractual appointment order with effect from Today to till the regular Contractual staffs are appointed by the Office of the Joint Director of Agriculture, Thanjavur District. The Selection and Appointment is based on the information provided by you. Declarations submitted and qualification certificate provided to us for verification.

If you have any questions, please do not hesitate to contact H R & Admin - RIGHT SOLUTIONS MANPOWER AGENCY.

Copies:

1. Joint Director of Agriculture, Thanjavur District.

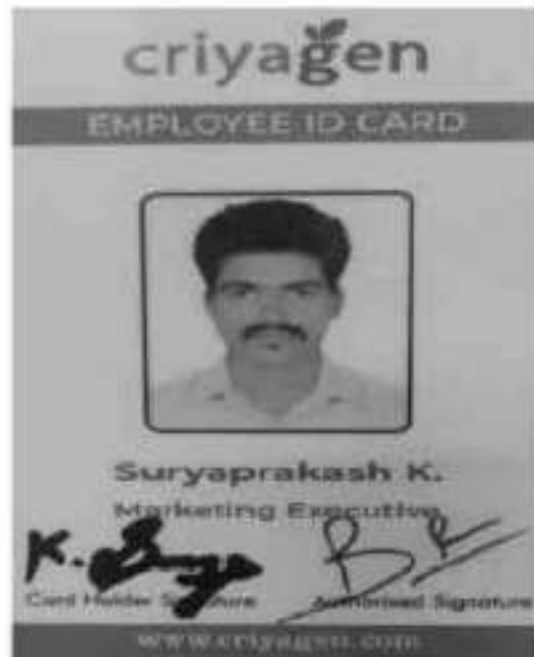
With warm Regards,

for Right Solutions

S/13, Ganaseethy Nagar, Opp Sathya Stadium, M.C. Road, Thanjavur-613 001, Tamil Nadu.  
At: 85440 28154 E: rightsolutionindia@gmail.com

REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956).  
THANJAVUR-613 001, TAMIL NADU.





  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% 3 of the UGC Act, 1956),  
THANDIYUR-601 103, TAMIL NADU.

# TOFF

Regd.No.135/2012

## THIRUVARUR ORGANIC FARMERS (Group) FEDERATION

847, Sripangulam, Mannargudi-614 216, Thiruvavur District, Tamilnadu, India  
Phone: 08344552550/08344555551 Email: toffthiruvavur@gmail.com

### EXPERIENCE CERTIFICATE

This certificate is presented to Miss. G.PRIYADHARSHINI D/O.V.Govindaraj, 2/96C, Mainroad, Kallaperampur, Thanjavur [DT] For the experience she has gained in our organization. As the head of "CHIEF EXECUTIVE OFFICER" In "Kamalapuram Farmers Producer Company Ltd". I hereby testify that this employee has worked in our organization from 29<sup>th</sup> May 2020 to 14th September 2020 and has gained Experience in the "THIRUVARUR ORGANIC FARMERS(group) FEDERATION".

It was great pleasure working with Miss.G.PRIYADHARSHINI for his employment duration and she proved herself as one of the most important assets of the organization. We wish her a good life and better opportunities of employment.

Place: Mannargudi

Date: 03.01.2022



Your sincerely

(D.JAYAGANAPATHY)  
Secretary

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
19% of the UGC Act-1956).  
THANJAVUR-613 103, TAMIL NADU.



Government of India  
Form GST REG-06  
(New Rule 19(1))

### Registration Certificate

Registration Number: 33G7NPK1005A1ZA

1.	Legal Name	ARINAYASIVASIR KARTHIKEYAN			
2.	Trade Name, if any	OM AGRO BAZAR			
3.	Constitution of Business	Proprietorship			
4.	Address of Principal Place of Business	5379, KADAI VERUTHI, IIRUKKARUKAVOOR, Thiruvananthapuram, Tamil Nadu, 694002			
5.	Date of Liability				
6.	Period of Validity	From	17/01/2021	To	Not Applicable
7.	Type of Registration	Regular			
8.	Particulars of Approving Authority	Tamil Nadu			
Signature					
Signature Not Supplied Digitally signed by <b>ARINAYASIVASIR KARTHIKEYAN</b> DN: cn=ARINAYASIVASIR KARTHIKEYAN, o=GOVERNMENT OF INDIA, ou=MINISTRY OF REVENUE AND FINANCE, email=ARINAYASIVASIR KARTHIKEYAN@GOVERNMENT OF INDIA, c=IN Date: 2021.01.27 09:19:20 +05'30'					
Name		Kumar P			
Designation		State Tax Officer (Circle)			
Jurisdictional Office		PAPANASAM			
9. Date of issue of Certificate		27/01/2021			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					

This is a system generated digitally signed Registration Certificate issued based on the approval of application granted on 27/01/2021 by the jurisdictional authority.

  
ARINAYASIVASIR KARTHIKEYAN  
State Tax Officer (Circle)  
PAPANASAM  
Tamil Nadu  
Date: 27/01/2021





Appendix A

GSTIN 33KUNPK3095A1Z6  
Legal Name ABINAYASIVASRI KARTHIKEYAN  
Trade Name, if any OM AGRO BAZAR

**Details of Additional Places of Business**

Total Number of Additional Places of Business in the State 0

  
REGISTRAR

Penningson Ramajayam Institute of  
Science & Technology (PNSIT)  
(Institution Equivalent to IIT University)  
C/o 3rd floor, 1000 Road, 100000  
DURGAMCHERU - 500 005, TELANGANA



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Annexure B

GSTIN

33KCNPK000A172

Legal Name

ABINAYASIVASRI KARTHIKEYAN

Trade Name, if any

OM AGRO BAZAR

**Details of Proprietor**

1



Name

ABINAYASIVASRI KARTHIKEYAN

Designation/Status

PROPRIETOR

Resident of State

Tamil Nadu

  
Tamil Nadu Sahakarana Nigam Ltd.  
(Incorporated under the Companies Act, 1956)  
(1/s 5 of the HGC Act, 1950).  
TIRUPATI - 613 103, TAMIL NADU.



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**DEPARTMENT OF AGRICULTURE****RETAIL/NEW**

License No: TNJ/AMPT/RT01/ 2021-2026

Valid from: 10.02.2021,

To: 09.02.2026

**FORM 'A2'****ACKNOWLEDGEMENT***// see clause 8 (3) //*

Received from ABINAYA SIVASRI KARTHIKEYAN a complete Memorandum of Intimation along with form 'O' fee Rs.1250/- by Challan bearing number 88 dated:05.02.2021.

This acknowledgement shall be deemed to be the letter of authorization entitling the applicant to carry on the business as applied for, for a period of 5 years from the date of issue of this Memo of acknowledgement unless suspended or revoked by the competent authority.

**DETAILS**

1	Name of the Applicant	ABINAYA SIVASRI KARTHIKEYAN
2	Name of the concern	"OM AGRO BAZAR"
3	Postal Address with telephone No: Cell No :9597400115	No.3/379, kadai veethi, Thirukarukavur, Papanasam Taluk, Thanjavur District - 614302.
4	Place for Business (I) For Sale	No.3/379, kadai veethi, Thirukarukavur, Papanasam Taluk, Thanjavur District - 614302.
	(II) For Storage	No.3/379, kadai veethi, Thirukarukavur, Papanasam Taluk, Thanjavur District - 614302.
5	License for selling Name of the fertilizer Source ('O' form)	1. Alagu Agro Service, Thanjavur: 31.03.2022. 2. VVS Urakkadai, Thanjavur: 11.07.2025.

Valid Upto

Date: . 2021

Place: Thanjavur.

Assistant Director of Agriculture (QC),  
O/o the Joint Director of Agriculture,  
Thanjavur.

RECEIVED  
Agriculture Department, Thanjavur  
20/2/2021  
INSTRUMENT NO. 104/2021  
11% of the UGC Act, 1956.  
THANJAVUR - 614302, TAMIL NADU.



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**FORM - O**  
(See Clause 8 and 11)

No :

Date of issue :

Certificate of Source for carrying on the business of selling fertilizers in wholesale / retail / for industrial use.

1) Particulars of the concern issuing the certificate of source:

a) Name and full address :

GST No: 33AGNP0804G126 Ph: 04362 251254  
FL No: TNJ 45/04-07 Cell: 94422 36264

**ALAGU AGRO SERVICE**

Fertilizers Wholesale Dealer

No:449 -A East Main Street, Thanjavur-613 001.

b) Status :

i) Manufacturer :

ii) Whole Sale Dealers :

Wholesale Dealer

c) If manufacture of mixture of fertilizers, the details of certificate of manufacture of mixture of fertilizers possessed.

i) Number :

ii) Date of Issue :

iii) Date of Expiry :

iv) Grades of mixture of fertilizers allowed to be manufactured :

d) Details of certificate of Registration :

i) Number :

TNJ - 45TNJ 45/2019-2022

ii) Date of Issue :

01-04-2019

iii) Date of Expiry :

31-03-2022

iv) Authority by whom issued :

ADAQC THANJAVUR.

2) Particulars of the person to whom the certificate of source is being issued :

a) Name and full Address :

b) Status :

i) Wholesale Dealer :

ii) Retail Dealer :

c) If hold a valid certificate of registration, the details there of :

i) Number :

ii) Date of Issue :

iii) Date of Expiry :

iv) Authority by whom issued :

REGISTRAR,



3) Details of fertilizers to be supplied

Sl. No :	Name of Fertilizers	Trade Mark / Brand Mark
1.	UREA, MOP, DAP, 20:20:0, 13, 20:20:0, 16:20:0, 13, 16:16:16, 15:15:15 Ammonium Sulphate	.. IPL
2.	UREA, 17:17:17, 14:28:14, MOP, DAP	.. MFL
3.	UREA, 20:20:0, 13, Am. Sulphate, MOP,	.. FACT
4.	UREA	.. SPIC
5.	DAP, SSP, 20:20:0, 13, ACL	.. GFL
6.	UREA, MOP, DAP	.. ZUARI
7.	S.S.P., Zinc Sulphate	.. GEMINI FERTILIZERS
8.	UREA, S.S.P. 16:20:0, 13, 20:20:0, 13 D.A.P, 28:28:0	.. CIL
9.	UREA, DAP, MOP, 20:20:0, 13, 15:15:15 Zinc Sulphate, Paddy Basal	.. MCF
10.	UREA, MOP, DAP, 15:15:15, 20:20:0, 13, 20:20:0	.. RCF
11.	UREA, DAP, MOP, STD MIXTURE	.. TANFED
12.	UREA, MOP, DAP, 20:20:0, 13, 20:20:0	.. NPCL
13.	UREA, DAP, 10:26:26	.. IFICO
14.	STD Mixture	.. GANGA CAUVERY FERTILIZERS CORP.

4) Declaration :

Declared that the fertilizers mentioned above will be supplied conforming to the standards laid down under fertilizers (Control) Order, 1985 and as the case may be grades / formulations (of mixture of fertilizers) notified by the Central / State Government and Packed and marked in containers as provided under clause 21 of the Fertilizers (Control) Order, 1985.

Assistant Director of Agriculture (Q.C.)  
Off. the Joint Director of Agriculture  
Thanjavur.

Date :

Seal :



For ALAGU AGRO SERVICE

Sole Proprietor.



- (ii) Date of issue
- (iii) Date of Expiry
- (iv) Authority by whom issued

(d) Purpose of obtaining the certificate of source

- (i) For obtaining a fresh Certificate of registration
- (ii) For renewal of the certificate of Registration

3. Details of fertilizer(s) to be supplied

ALL FERTILIZERS

S.No

- |                                      |  |
|--------------------------------------|--|
| 1. GEMINI FERTILIZERS                | 11. KOTHARI INDUSTRIAL CORPORATION LTD |
| 2. SPIC LTD                          | 12. SEVERLINE FERTILIZER LTD           |
| 3. GREENSTAR FERTILIZERS LTD         | 13. KAILASAM FARM SERVICE CENTRE       |
| 4. MCT                               |  |
| 5. MEL                               |  |
| 6. PALANIAPPA AGENCIES               |  |
| 7. ANS INDOTRADE ENTERPRISES PVT LTD |  |
| 8. A. NADARAJAN                      |  |
| 9. IPL LTD                           |  |
| 10. ZUARI AGRO CHEMICALS             |  |

4. Declaration: Declared that the fertilizers mentioned above will be supplied conforming to the standards laid down under the Fertilizer (Control) Order, 1985 and, as the case may be, grades/formulations (of mixtures of fertilizers) notified by the Central/State Government and packed and marked in container as provided under clause 21 of the Fertilizer (Control) Order, 1985.

*V.V. S. Sathya*

Signature with stamp of  
The Authorized Officer

*28/12/21*  
Assistant Director of Agriculture (D.O.)  
Off. the Joint Director of Agriculture  
Thanjavur.

*28/12/21*  
*28/12/21*

Cell: 9842403408 & Ph: 259710

VVS உரக்கடை

வ.நா.க. முதல் பருந்து & விவசாய  
விவசாயம். விவசாயம்  
302, க.க.நீர் தஞ்சாவூர் - 613 001

GREENSTAR  
Fertilizer & Agrochemicals  
PVT. LTD.  
100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

THANJAVUR - 613 002, TAMIL NADU.



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FORM \*O

[See Clause 86(1)]

CERTIFICATE OF SOURCE FOR CARRYING ON THE BUSINESS OF SELLING  
FERTILISERS IN WHOLESALE/RETAIL/ FOR INDUSTRIAL USE

No. \_\_\_\_\_ Date of issue: \_\_\_\_\_

1. Particulars of the concern issuing the certificate of source

Name and full address: **vvs urakkadai**  
390 north street  
THANJAVUR

- (b) Status:
- (i) State Government
  - (ii) Manufacturer
  - (iii) Pool handling agency WHOLESALE DEALERS
  - (iv) Wholesale dealer
  - (v) Importer
- (c) If manufacturer or mixture of fertilisers, the details of certificate of manufacture of mixture of fertilisers possessed:
- (i) Number: WHOLESALE DEALER NO. TNCL12/2685
  - (ii) Date of issue: 12.07.2020
  - (iii) Date of Expiry: 31.07.2025
  - (iv) Grades of mixtures of fertilisers allowed to be manufactured
  - (v) Authority by whom issue

2. Particulars of the person to whom the certificate of source is being issued

- (a) Name and full address
- (b) Status:
- (i) Wholesale dealer
  - (ii) Retail dealer
  - (iii) Industrial dealer

- (c) If holds a valid certificate of registration, the details thereof



**தஞ்சாவூர், வேளாண்மை இணை இயக்குநர் அவர்களின் செயல்முறை ஆணைகள்**  
**பிறப்பிடம்: திரு.அ.துன்புடன், பி.எஸ்.சி (விவ)**

செ.மு.ஆ.எண்.அ/96/2022

நாள்:27.05.2022

**பொருள்:** வேளாண்மை - 2021-22-ஆம் ஆண்டிற்கு வேளாண் மட்டதாரிகளை தொழில் முனைவோராகவும் திட்டத்தின் கீழ் தேர்ந்தெடுக்கப்பட்டவர்கள் - பரிந்துரையில் 30.5.2022 முதல் 03.06.2022 முடிய கடைத்துவெள்ள ஆணை வழங்குதல் - தொடர்பாக.

- மர்வை**
1. அளவளவு (பு) எண்.205, வேளாண்மை மற்றும் உழவர் நலத்துறை நாள்:07.12.2021.
  2. மாவட்ட ஆட்சியர் அவர்களின் அழுவலக குறிப்பு எண்.அ/96/22, நாள்:21.03.2022.
  3. இயக்குநர், எஃப்.பி.சி, குடியியல்வலை அலுவலகம் கடித எண். STAMIN/C/536/2022 நாள்:26.05.2022

**ஆணை:**

மர்வை 1-இல் காணும் அளவளவு மற்றும் மர்வை 2-இல் காணும் மாவட்ட ஆட்சியர், தஞ்சாவூர் அவர்கள் ஒப்புதலின்படி தஞ்சாவூர் மாவட்டத்தில் 2021-22ஆம் ஆண்டிற்கு வேளாண் மட்டதாரிகளை தொழில் முனைவோராகவும் திட்டத்தின் கீழ் தேர்ந்தெடுக்கப்பட்ட செல்வி.க.அபிநயசிவகுமார் அவர்கள் மர்வை 3-ல் காணும் கடிதத்தின்படி சென்னை, தொழில் முனைவோர் மேம்பாட்டு மையத்தில் 30.05.2022 முதல் 03.06.2022 முடிய நடைபெறும் கிழக்காணும் பரிந்துரையில் கடைத்துவெள்ள இதுள் மூலம் ஆணை வழங்கப்படுகிறது.

வ. எண்	பரிந்துரையின் பெயர் மற்றும் முகவரி	பரிந்துரை நடைபெறும் இடம்	பரிந்துரை நடைபெறும் நாள்
1.	செல்வி.க.அபிநயசிவகுமார், தயெகார்த்தியேயன், 3/386, கிழக்கே, ஒன்பத்துவேலி, பாபநாசம் தாலுக்கா, தஞ்சாவூர் -614302 (செல்.9597400115) abinayakartha30@gmail.com	Director, Entrepreneurship Development Innovation Institute, Parthasarathy Kevil Street, SIDCO Industrial Estate, Ekkattuthangal, Chennai-32 Landmark: (Kalaimagal Nagar, Ekkattuthangal Signal Opposite Road, Opposite to Adayar Anandha Bavan Hotel Road)	30.05.2022 முதல் 03.06.2022 முடிய

ஒய்-அ.துன்புடன்,  
வேளாண்மை இணை இயக்குநர்,  
தஞ்சாவூர்.

**பெறுநர்:**

செல்வி.க.அபிநயசிவகுமார், தயெகார்த்தியேயன், 3/386, கிழக்கே, ஒன்பத்துவேலி, திருகருக்காவூர், பாபநாசம் தாலுக்கா, தஞ்சாவூர் -614302 (செல்.9597400115)

நகல்: சென்னை, வேளாண்மை இயக்குநர் அவர்களுக்கு தகவலுக்காக பணித்தனுப்பப்படுகிறது.  
 நகல்: இயக்குநர், எஃப்.பி.சி, குடியியல்வலை அலுவலகத்துக்கு தகவலுக்காக பணித்தனுப்பப்படுகிறது.  
 நகல்: இயக்குநர், EDII, சென்னை அவர்களுக்கு தகவலுக்காக பணித்தனுப்பப்படுகிறது.  
 நகல்: வேளாண்மை உதவி இயக்குநர், அம்மாபேட்டை அவர்களுக்கு தகவலுக்காக பணித்தனுப்பப்படுகிறது.

//ஆணைப்படி//

  
REGISTRAR,

Ponnaiyah Ramaiyasa Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
by 3 of the UGC Act, 1956).

  
கனகசபைப்பாளர்

விதை ஆய்வு துணை இயக்குநர் அலுவலகம்,  
தஞ்சாவூர்

மே.கு.எண்.மு.மு.இ / 153 / 2024

இத்தகைய விதை விநியோகம் செய்வதற்கான உரிமை எண் 227, ITNU/2024  
திகதி: 4/3/2024 இன்னத்து அனுப்பப்படுகிறது.

1. இந்த உரிமை 3/3/2024 முதல் செல்லுதற்கு.
2. இந்த பதிய உரிமத்தினைப் பரிசீலனையில்படுமாறு தாங்கள் விதை விற்பனை செய்யுமிடத்தில் வைத்தல் வேண்டும்.
3. தாங்கள் மாதசந்திர விற்பனை அறிக்கையைப் (மாதம்-இ) பிரதி மாதம் 5ம் தேதிக்குள் இவ்வலுவலகத்திற்குக் களையல் அனுப்ப வேண்டும்.
4. விதை இதுபடி மற்றும் விதை விளை விடப் பல்கையினதிக் கட்டையின் விவசாயிகள் பாசனையில்படுமாறு வைக்க வேண்டும்.
5. மு.ப.எண்.மு.இ. மேல்கோக்கை செய்ய வேண்டியதாயின் அதற்கான தொகையைப் பிறகுத்தான் அது விநியோகம் செய்யப்படும்.

விதை ஆய்வு துணை இயக்குநர்  
தஞ்சாவூர்

பெறுநர்

மே. கு.எண்.மு.மு.இ / 153 / 2024  
தஞ்சாவூர்





LICENCE TO CARRY ON THE BUSINESS OF A DEALER IN SEED:

Figure 4

- 1- Subject to the provisions of the Seeds (Control) Order, 1983 and to the terms and conditions of this License, Shri/Dr. **K. ABINAYASIVASRI** is hereby granted license to sell, export/import and store for the said purposes of seeds. **(All Crops)**

2. The licensee shall carry on the aforesaid business at

## Place of Business

**DM AGRO BAZAR**, 3/7/1, KADAI VEETHI, THIRUVEKKAVUDDI,  
Ammappettai (SDK), PANNASAM (Tn), Thanjavur (TN) - Tamil Nadu

## Place of Storage

1 3/379, KADAI VEETHI, THEKKOVAR, KAVOOR, Arunachal Pradesh,  
INDIANAGRAM Tn., Thengjoo (Or) - Tamil Nadu

1344

Seal

Deputy Director of Seed Inspection, Thanjavur  
Tamil Nadu.

TERMS AND CONDITIONS *of purchase*

- i. The seed shall be sold at a prominent and conspicuous place in part of the business premises open to the public.
- ii. The holder of the licence shall comply with the provisions of the Seeds (Control) Order, 1981 and the notifications issued thereunder and for the time being in force.
- iii. This licence comes into force with immediate effect and shall be valid upto **03-03-2020** unless previously cancelled or suspended.
- iv. The holder of the licence shall from time to time report to the licensing authority any change in the premises where he carries on his business for the purpose or increasing his stock in any shop, depot or godown or other place/places used by him for the purpose of storage, sale or export of seeds.
- v. The licensee shall give every facility in the licensing authority or any other officer acting under his Authority for the purpose of inspecting his stock in any shop, depot or godown or other place/places used by him for the purpose of storage, sale or export of seeds.
- vi. The seed selling license holder shall not sell any other seed in the seed selling pool under the guise of not for Agriculture purpose or for cattle feed only etc.

விதை ஆய்வு துணை இயக்குநர் அலுவலகம்,  
தஞ்சாவூர்.

மே.கு.எண்.மு.மு.இ / 157 / 2024

இத்துடன் விதை விற்பனாகம் செய்வதற்கான உரிமம் எண் 3320/TNY/2024  
நாள்: 4/8/2024 இணைத்து அனுப்பப்படுகிறது.

1. இந்த உரிமம் 3/3/2026 முடிய செல்லத்தக்கது.
2. இந்த புதிய உரிமத்தினைப் பார்வையில்படும்படி தாங்கள் விதை விற்பனை செய்யுமிடத்தில் வைத்தல் வேண்டும்.
3. தாங்கள் மாதாந்திர விற்பனை அளிகையைப் (யூனம்-இ) ரீரதி மாதம் 5-ம் தேதிக்குள் இவ்வலுவலகத்திற்குத் தரப்படல் அனுப்ப வேண்டும்.
4. விதை இஞ்சு மற்றும் விதை விலை விபர பரவையினைக் களையில் விவசாயிகள் பார்வையில்படும்படி வைக்க வேண்டும்.
5. நடப்பாண்டில் மேற்சேர்க்கை செய்ய வேண்டியிருப்பின், அதற்கான தொகையை கருவூலத்தில் கட்டி விண்ணப்பிக்க வேண்டும்.

விதை ஆய்வு துணை இயக்குநர்  
தஞ்சாவூர்

பெறுநர்:

மீம் அகிலா பனார்,  
தஞ்சாவூர்.

# Thyrocare®

Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

V. Sugandhi  
D/o. S. Velumani  
No.6, Sai Baba Colony  
Lawspet  
Pondicherry - 605008

Greetings Ms. V. Sugandhi,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 19.07.2019, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

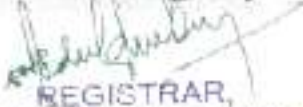
We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
PONDICHERRY - 605 002, TAMIL NADU.



**Thyrocare Technologies Limited**

**D-37/1, MIDC, Turbhe, Opp. Sandoz, Navi Mumbai - 400 703**

**Email: [wellness@thyrocare.com](mailto:wellness@thyrocare.com)**

# Thyrocare®

The Trust. The Truth.

## APPOINTMENT LETTER

To

G. Arunkumarasirangan  
S/o. R. Govidhan  
No.6, Rainbow Colony  
Muthialpet (west)  
Pondicherry - 605003

Greetings Mr. G. Arunkumarasirangan,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 19.07.2019, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

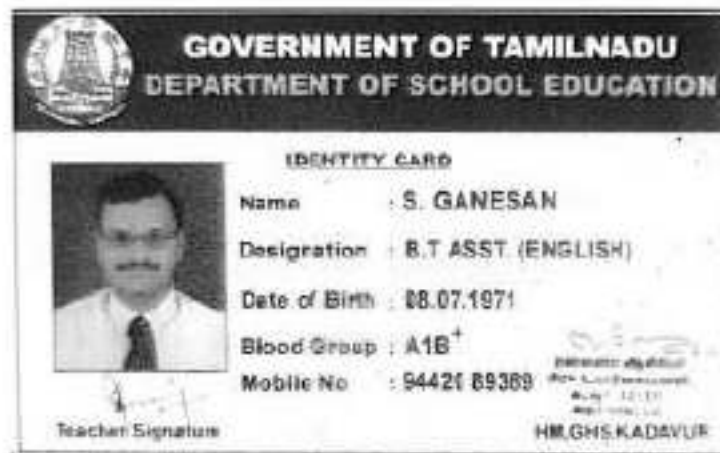
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANGA JUR - 611 403, TAMIL NADU.



**Thyrocare Technologies Limited**



5.2.2 Average percentage of placement of outgoing students during the last five years  
(15)



*(Signature)*  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
115 3 of the UGC Act, 1956),  
THANDIKULUR - 610 403, TAMIL NADU



Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

V. Sriram  
S/o. G. Velavan  
No.24, RMS Colony  
Thanjavur - 613001

Greetings Mr. V. Sriram,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 08.07.2020, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 16,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,

Authorized Signatory



REGISTRAR,

Ponnaiyal Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University)  
(Uo S of the UGC Act, 1956),  
THANJAVUR - 613 001, TAMIL NADU.

**Thyrocare Technologies Limited**

**D-37/1, MIDC, Turbhe, Opp. Sandoz, Navi Mumbai - 400 703**

**Email: [wellness@thyrocare.com](mailto:wellness@thyrocare.com)**



Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

Mr. A. Nithish  
S/o. G. Arjunan  
No.18 A, Aralananda Nagar  
Thanjavur - 613007.

Greetings Mr. A. Nithish,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 08.07.2020, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 16,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,

Authorized Signatory

REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 002, TAMIL NADU.



**Thyrocare Technologies Limited**

**D-37/1, MIDC, Turbhe, Opp. Sandoz, Navi Mumbai - 400 703**

**Email: [wellness@thyrocare.com](mailto:wellness@thyrocare.com)**

# Thyrocare®

Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

S. NITHYASHREE  
D/o. R. Suganeshwaran  
No.6, Mel Kaval Street  
Thanjavur - 613001

Greetings Ms. S. NITHYASHREE,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 25.02.2021, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.

# Thyrocare®

The Trust. The Truth.

## Thyrocare Technologies Limited

D-37/1, MIDC, Turbhe, Opp. Sandoz, Navi Mumbai - 400 701. Email: [wellness@thyrocare.com](mailto:wellness@thyrocare.com)



Appointment Order

Date: 12.03.2021

Dear Ms. G. SEVANTHI,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 24/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.


Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. E. Premkumar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THARUVAHUR - 621 003, TAMIL NADU.

# Thyrocare®

The Trust. The Truth.

## APPOINTMENT LETTER

To

D.KUMARESAN  
S/o. B. Dhanapal  
1/24, North street,  
Asoor village, Kambakonam,  
Thanjavur. 612501

Greetings Mr. D.KUMARESAN,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 25.02.2021, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,  
Ponniyalah Ramaswamy Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
19s 3 of the UGC Act 1956),  
THANJAVUR - 612 403, TAMIL NADU.

**Thyrocare Technologies Limited**



Date: 25.01.2021

**APPOINTMENT ORDER**

To

Ms. S. SHYMABANU,  
D/o. M. Sadiq Batcha  
No 8, RMS Complex  
Nehru Street  
Pattukottai - 614601

Dear Ms. S. SHYMABANU,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 15/02/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,

  
**REGISTRAR**

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 102, TAMIL NADU.



Appointment Order

Date: 12.03.2021

Dear Mr. G. AKASH,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 24/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. E. Premkumar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
As 3 of the UGC Act, 1956),  
THANJAVUR - 613 401, TAMIL NADU.





Date: 25.01.2021

**APPOINTMENT ORDER**

To

Ms. V. KANCHANA,  
D/o. R. VEERAKUMAR  
Marriyamman Kovil Street  
Thennamanadu  
Orathanadu - Post

Dear Ms. V. KANCHANA,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 15/02/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



**REGISTRAR**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Under the UGC Act, 1956),  
TIRANAI VILAR - 613 103, TAMIL NADU.



Appointment Order

Date: 12.03.2021

Dear Mr. B. SANJAIKUMAR,

Sub: Appointment Letter for the post of Lab Assistant - reg

We are happy to extend our heartfelt congratulations on your selection for the position of Lab Assistant at Medall Diagnostics, Trichy. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Lab Assistant

Department: Biochemistry

Location: No C 180, 10th Cross Street, Thillai Nagar, Trichy - 620018

Compensation Package: Rs. 20,000/- Month

Joining Date: 24/03/2021

Work Schedule: Your regular working hours will be 9.30 am to 6.30 pm, [Monday to Saturday], with scheduled breaks as per company policy.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off. Further details will be provided during your orientation or onboarding process.

We are excited to welcome you to the Medall Diagnostics team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to our Human Resource Department [Mr. E. Premkumar].

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Medall Diagnostics Ltd.,



**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956).  
THANJAVUR - 610 013, TAMIL NADU.



Date: 25.01.2021

**APPOINTMENT ORDER**

To

Ms. V. SUGANTHI,  
D/o. S. Vijaya Kumar  
15, West Street  
Orathanadu - 614625

Dear Ms. V. SUGANTHI,

Sub: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 15/02/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
19s 3 of the UGC Act, 1956),  
THANJAVUR - 613 401, TAMIL NADU.





Date: 25.01.2021

**APPOINTMENT ORDER**

To

Mr. G. ARUNKUMARASARANGAN  
D/o. M. Govindan  
15, B.S. Apartments  
Sai Baba Colony  
Thanjavur - 613001

Dear Mr. G. ARUNKUMARASARANGAN,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 18/02/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institute - Deemed to be University  
1/53 of the UGC Act, 1956),  
THANJAVUR - 613 001, TAMIL NADU.





# Thyrocare®

Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

A. SENTHIL  
D/o. M. Arjunan  
No.56, Vellapiranthan Street  
Chidambaram - 608001

Greetings Mr. A. SENTHIL,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 25.02.2021, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 2 of the UGC Act, 1956),  
THANJAVUR - 612 003, TAMIL NADU.

# Thyrocare®

The Trust. The Truth.

## Thyrocare Technologies Limited



Date: 25.01.2021

**APPOINTMENT ORDER**

To

Ms. S. SHYMABANU,  
D/o. M. Sadiq Batcha  
No 8, RMS Complex  
Nehru Street  
Pattukottai - 614601

Dear Ms. S. SHYMABANU,

Sub.: Appointment for the Position of Lab Assistant - reg

With reference to your application and the subsequent interview with us, we are pleased to appoint you as Lab Assistant in our Biochemistry Department at our Micro Therapeutic Research Labs Pvt. Ltd. Chennai on the following terms and conditions: -

1. Date of Appointment

Your appointment is effective from 15/02/2021

2. Compensation Package

You will be paid Rs. 25,000/- per month.

3. Probation and Confirmation

You shall be on probation for a period of Six Months during which time your performance and conduct will be assessed to ascertain if you have come up to the expectations of the Management. In case you do not receive a letter of confirmation at the end of the aforesaid period it will be considered that your probation period has been extended. The extension of your probation period or confirmation will be conveyed to you in writing.

4. Service Rules

You will be entitled to leave as per rules of the Company applicable to your category of employees from time to time.

Sincerely,

For Micro Therapeutic Research Labs Pvt. Ltd.,



**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Uis 3 of the UGC Act, 1956).  
THANJAVUR - 613 403, TAMIL NADU.



# LITTLE FLOWER

NURSERY & PRIMARY SCHOOL

Marakkadai, Lakshmanpudi.

Phone: 236298



IDENTITY CARD 2019-20



**K. UMAMAHESWARI**

B.A., D.T.E., B.Ed.

Teacher

D.O.B : 11.02.1981

O + Ve

Address : W/o J. SUBRAMANIYAN  
73/25, RGS Street,  
Marakkadai.

Contact No : 9786419423

Head Master

REGISTRAR  
Tondiarpet Ramkrishna Institute  
Science & Technology 19951  
19951, Tondiarpet, Chennai 600 085  
Tondiarpet Ramkrishna Institute  
Science & Technology 19951



# ST- JOSEPH

## MATRIC HIGH SCHOOL

PH: 04367 253166

2019 - 2020



NAME : S.JENIFER

D. O. B : 15.05.1992

ADDRESS : A.AROKIYA SAGAYA RAJ  
15B, JAYAGONDANATHAR ST  
MANNARGUDI  
CELL : 9384310593

*S. S. S. S.*  
Principal

REGISTRAR,

Enthayal Ramaswami Institute of  
Science & Technology (PRIST)  
(Higher Education) (Deemed University)  
Post Box No. 22, S. T. Road,  
MANNARGUDI - 625 002





## Manali Petrochemicals Limited

Ponneri High Road, Manali, Chennai - 600 068

Phone : 044 - 25941025 Fax : 044 - 25941199

Ref: Pers/101/03/2020

September 7, 2020

### INTERNSHIP OFFER

Ms. Jayanthi Rajagopal  
No.127/1, Near Petrol bunk,  
Thiruppainkeli,  
Trichy - 621 005

Dear Jayanthi Rajagopal,

Congratulations!

Further to our discussions with you it gives us immense pleasure in inviting you for Internship at MPL.

We are pleased to extend this confirmation letter for internship opportunity at MPL. This offer stands only upon receiving your signed copy as token of acceptance.

We believe, this Opportunity will be a rich learning platform and Opportunity to relate your theoretical knowledge and practical scenario.

Your date of joining will be on or before 14.09.2020. This internship period will be for 6 month commencing from your date of Joining. Initially you are required to report at our site office in Manali, Chennai.

You will be paid Rs.8000/- per month to meet your conveyance and incidental expenses and apart from this you will not be paid any salary or other benefit as extended to other employees.

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 023, TAMIL NADU



Email ID : prabhakar@manalipetro.com

Registered Office :

SPIC House, 88, Mount Road, Guindy, Chennai - 600 032.

GN : L24294TN1986PLC013087 - Website : www.manalipetro.com



**Terms & Conditions of Employment:**

1. Your internship period shall be governed by rules and regulations of MPL.
2. During this internship period, you must effectively and to the best of your ability perform all responsibilities and ensure results.
3. This internship is subject to your successful clearance of Pre-Employment Medical Checkup (PEMC) as per MPL Standards.
4. Please note that furnishing of false information or suppressing any factual information in the application form or any other document is a disqualification for internship in MPL. If such and act should come to our notice at any time during the period of your internship period in MPL, your internship is liable to be terminated.
5. During this period with MPL, you will devote full time and attention to the internship requirements entrusted to you from time to time. You shall not engage in any other internship without prior written permission of MPL.
6. You are expected to produce 100% attendance during your internship period, if there is absence due to unavoidable circumstances such day(s) shall be compensated by extending your completion date.
7. You will keep in confidence any business or trade secret or any other information of the Company and will not use such secret or information other than in the course of the Company's business, or divulge such information to outsiders or unauthorized persons either during internship or afterwards.
8. You shall follow all the safety rules & regulations, expressed or implied regarding self, equipment, co-employees and workplace and ensure compliance given by your reporting.
9. You will be responsible for the safe keeping and maintaining in good condition and order all properties belonging to MPL, which may be in your use, custody or charge.
10. You shall not have right or claim to any invention and / or scientific discovery arising during the course of and in connection with your internship in MPL and MPL will be entitled to all rights to such invention and / or scientific discovery including right to obtain patents, copy rights in respect thereof.

Email ID - prabhakar@manalipetro.com

  
REGISTRAR.

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956).  
THANJAVUR - 606 005, TAMIL NADU.

Manali Petrochemicals Limited

:3:

11. You will keep us informed of any change in your residential address, mobile No., Email ID and civil status. Any communication sent to the address furnished /updated by you (either by courier or registered post) shall be valid a service upon you.
12. Any dispute arising out of any matter relating to your employment will be subject to Chennai jurisdiction.
13. Your internship services can be terminated from either side by giving a prior written notice of one week, without assigning any reason whatsoever.

We welcome you to the MPL Family and look forward for a mutually beneficial association.

Thanking you,

Your's truly,  
For Manali Petrochemicals Limited



RS Prabhakar  
HEAD - HR

#### ACCEPTANCE

I have carefully read the above Internship offer in your company and the conditions prescribed therein and I willingly and unconditionally accept this opportunity under your company on the terms and conditions mentioned therein and shall agree to abide by them.

I shall report for training on \_\_\_\_\_.

Signature: \_\_\_\_\_

Place :  
Date :

Email ID : prabhakar@manalipetro.com



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
19s 3 of the UGC Act, 1956),  
THANJAVUR - 601 301, TAMIL NADU.



# criyagen

## EMPLOYEE ID CARD



**Suryapraakash K.**

**Marketing Executive**

**K. Surya**  
Card Holder Signature

**[Signature]**  
Authorised Signature

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



# TOFF

Regd No. 195/2022

THIRUVARUR ORGANIC FARMERS (Group) FEDERATION

8/81, Sundarapalli, 15th, Street, 610 004, Thiruvavur (DT)  
Phone: 98434 11147, 9843430271 Email: toff@toff.org

## EXPERIENCE CERTIFICATE

This certificate is presented to **Miss. G.PRIYADHARSHINI** (D/O.V.Govindaraj), 2/96C, Mainroad, Kallaperampur, Thanjavur (DT). For the experience she has gained in our organization. As the head of "CHIEF EXECUTIVE OFFICER" in "Kamalapuram Farmers Producer Company Ltd". I hereby testify that this employee has worked in our organization from 29<sup>th</sup> May 2020 to 14<sup>th</sup> September 2020 and has gained Experience in the "THIRUVARUR ORGANIC FARMERS(group) FEDERATION".

It was great pleasure working with **Miss.G.PRIYADHARSHINI** for his employment duration and she proved herself as one of the most important assets of the organization. We wish her a good life and better opportunities of employment.

Place: Mannargudi

Date: 03.01.2022



Your sincerely,

(D.JAYAGANAPATHY)  
Secretary

REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
SRAMPULUR - 613 400, TAMIL NADU.

**OFFER LETTER**

**Date: 22.05.2020**

Dear **SABIRAMI**,

we offer you the position of **Trainee - Technical Consultant**.

Your Monthly take home salary will be **Rs. 12,000/- (Twelve thousand only)**.

You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.

The company reserves the right to terminate you at any point without notice if found in violation of any of the company policies.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Request you to bring along the below mentioned documents at the time of joining.

- Passport size Photograph (5copies)
- Copy of PAN card
- Photo ID proof
- Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation /Diploma/etc.]
- Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)
- Copy of Employment/Service Certificate from the previous employer
- Copy of 3 months Bank Statement and Salary slip from the previous Employer.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

We look forward to a long and fruitful association with you.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
Institution Deemed to be University  
U/s 3 of the UGC Act, 1956,  
THANJAVUR-613 403, TAMIL NADU.

**HR Manager**  
**Galore Networks PVT. LTD**

**GALORE NETWORKS PVT. LTD.**  
"RAM" L-1, Industrial Estate, Guindy, Chennai - 600 032, India.  
P : +91-44-3356 5757 E: info@ga-lore.com www.ga-lore.com



# InfoSystem

Inspire Learning...

## IT SOLUTIONS

No.:1, First Floor, Meyyappan Ambalam Street, 100 Feet Road, Karakkudi - 630 001,  
(HO) No.: 107, SRM Complex, Near Computer Science Department, Sivapuri Main Road,  
Annamalai Nagar, Chidambaram - 608 002  
Mobile: +91 9865047685, +91 9944667791

Date: 4/6/2020

Dear Mr./Ms. Elakkiya M,

We are pleased to inform you that the management has decided to appoint you as an Instructor for InfoSystem, IT Solutions, w.e.f. 4/6/2020.

The above contract can be renewed for a further period, provided it is necessary.

During this period of consultancy, you will be paid a annual fee of Rs. 204000/- subject to any tax deduction at source as applicable per Income tax guidelines in force.

For your absence from the job, proportionate fees will be deducted.

Your working hours will be as under:

- Monday to Saturday - 9.00 a.m. to 5.45 p.m.
- Lunch break from 1.00 p.m. to 1.45 p.m.

You will not be entitled to any paid leave during the first 06 months of tenure with us.

The management will have the right to take disciplinary action against you if you are found to be indulging in acts of misconduct. The management reserves its right to discontinue your consultancy if your performance is not found satisfactory or any reason whatsoever for which the management is not bound to give any reasons.

REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U/s 3 of the UCA Act, 1956),  
THANJAVUR - 606 003, TAMIL NADU.

Sincerely,

[Dr.C Magash]



Website: [www.infosyst.net](http://www.infosyst.net)



Date: 15/07/2020

**Intent to Offer**

Dear **SIVAKUMARAN R**  
Syntellect ID: **SBE1989173**  
Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You should not have more than 1-year gap throughout your education
- c) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- d) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956).  
Tamil Nadu - 613 005, TAMIL NADU.



You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,  
**For Syntel Pvt. Ltd,**



**Adarsh Krishna**  
**Deputy General Manager - HR**

**I have read this Offer of Intent and accept the stipulated terms and conditions**

**Candidate Signature**



**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% 3 of the UGC Act, 1956).  
TRANSELKOTTAI-605 006, TAMIL NADU.

**Encl: Annexure**

## ANNEXURE A

### SALARY DISTRIEUTION

<b>Name :</b>	<b>SIVAKUMARAN R</b>	
<b>Designation :</b>	<b>Associate Consultant</b>	
<b>Band &amp; Grade :</b>	<b>AC-AC1</b>	
<b>Pay and Allowance</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	10,033	10,033
House Rent Allowance	120,400	120,400
Special Allowance	5,017	5,017
City Allowance	60,200	60,200
Bonus	4,830	4,830
Co.'s Contribution to Provident Fund	57,960	57,960
Transport Allowance	1,003	1,003
Medical Allowance	12,040	12,040
<b>Sub Total - I (H)</b>	<b>27,933</b>	<b>335,200</b>
<b>Reimbursements and Other Benefits</b>		
Leave Travel Assistance	400	4,800
<b>Sub Total - II</b>	<b>400</b>	<b>4,800</b>
<b>Total Compensation</b>	<b>28,333</b>	<b>340,000</b>

  
**REGISTRAR,**  
 Ponnaiyah Ramajayam Institute of  
 Science & Technology (PRIST),  
 (Institution Deemed to be University  
 U-14 of the UGC Act, 1956),  
 THANJAVUR-613 403, TAMIL NADU.

**ANNEXURE B**

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANDUPUR - 632403, TAMIL NADU.

ETPL/HR/OI/2022/08

17<sup>th</sup> August, 2022

Sridhar T  
Kollan Street, Kuthalam Post,  
Madhinimangalam, Nagapattinam, Tamil  
Ph : 9789465949  
Email: sridharsh97@gmail.com

Dear Sridhar,

Subject – Offer Letter for the Position of "HSE Engineer"

We are pleased to offer you the position of "HSE Engineer" at Enerture Technologies Pvt. Ltd, New Delhi. Your compensation would be **Rs Four Lakh Thirty Nine Thousand Two Hundred Only) CTC Per Annum.**

You are required to report on or before **4<sup>th</sup> July, 2022** at HR Department of Enerture Technologies Pvt. Ltd, New Delhi. The detailed appointment Letter with terms and condition will be issued to you after joining the organization.

On the date of joining, you are required to bring your certificates and other following documents in original along with their photocopies. The documents are:

- 1) Educational certificates. (10<sup>th</sup>, 12<sup>th</sup>, UG, PG, etc).
- 2) Three color passport size photographs.
- 3) Experience Letter.
- 4) Last three month's salary slip.
- 5) Vaccination certificate.
- 6) Copy of Adhar and PAN card.
- 7) Form 16/Tax certificate for current financial year.

Kindly revert with signed copy of this letter, which is enclosed herewith, as a token of your acceptance, latest by **July 4<sup>th</sup>, 2022**. We are looking forward to have you on board and wish you all success with ETPL.

For Enerture Technologies Pvt. Ltd.

Acceptance:



Authorized Signatory

**REGISTRAR,**

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
(U-3 of the UGC Act, 1956),  
THANJAVUR-613 001, TAMIL NADU.

**Enerture Technologies Private Limited**

Regd. Office: K-27/A, Marvaha Bhawan, Main Vasant Kunj Road, Mahipalpur, New Delhi-110037,

Website: [www.enerture.co.in](http://www.enerture.co.in)

Tel: 011-48024024,

E. mail: [info@enerture.co.in](mailto:info@enerture.co.in)

Mob: +91- 955853152





Tradition  
Values  
Dedication

To  
Mr. M. Gourdham,  
No. 4/11 B-A, Valluvar (30 x 30), Enkalatturam,  
Mangudayam, Pudukkottai, TN-605 001.  
Salem - 637133.

Dear Mr. M. Gourdham,

29/04/2020

### LETTER OF APPOINTMENT

With reference to your application and subsequent discussion you had with us, we are happy to appoint you as **QUALITY EXECUTIVE** on the following terms and conditions.

1. Your monthly Gross Salary is fixed at Rs.10,500/- for which the details are attached. All applicable statutory taxes which are in force shall be deducted from your pay.
2. ACCOUNTABILITY  
You are accountable for the monthly sales target that is assigned and agreed between you and your Management month on month.
3. REPORTING  
You will be based at Chidambaram and will be reporting to the Quality Manager, or such officer(s) of the company as may be required by the company from time to time.
4. DUTY HOURS  
You will be required to work as per the rules of the Company. Your duty hours will be fixed from time to time depending upon the Time Plan as advised by your Management. As and when required by the Management, you shall work beyond the normal working hours.
5. ATTENDANCE  
You will abide by the Attendance rules stipulated as per the 'User plan' of your Management for regular attendance and leave particulars.

### **TOP ANIL MARKETING COMPANY**

A-13/1, C-2, Compound, 3rd Street, Mangalambadi, Enkalatturam - 605 001.  
Ph: 0451-2421367, 2420049, Website: [www.topanilgroup.com](http://www.topanilgroup.com)

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Under the UGC Act, 1956).  
THOOLAR (UR-513 001), TAMIL NADU.

16-May-2020  
Mr. Srihar S,  
S/o Sivaraj S  
D/No-1/85, Kattal Street,  
Chinna Gummam,  
C.G.Serem, Paluvolu,  
Shanmugur 626005.

Dear Mr. Srihar S,

**Sub: Offer of Appointment**

This is in reference to your application dated 13-March-2020, and the subsequent discussions we had with you on 14-May-2020. We take great pleasure in offering you the position of "Trainee Chemist-QC" with us. This is subject to the following terms and conditions.


- 1) You are required to join us on or before 18-May-2020.
- 2) Your appointment, on Call to Company Basis, is as per the discussions carried out during the final interview.
- 3) You will be on Training for a period of 1 year from the date of your joining dates.
- 4) Your appointment is subjected to your medical fitness & proof of being relieved from your current employer.
- 5) You are required to produce all the original in respect of your qualifications and experience etc as claimed in your resume for verification.

This is only Offer of Appointment. The formal appointment order detailing out all the terms & conditions will be issued to you after your joining. If you are experienced then please arrange the resignation acceptance letter from your current employer within 04 working days from the date of this letter, failing which this offer will become void.

We welcome you to Global Calcium family.

Thanking you,

For Global Calcium Pvt. Ltd.,

  
Naveen M  
Sr. Manager- HR & Admin

 S. Siva Prasad

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956).  
THANJAVUR-601 305, TAMIL NADU.

HR TALENT ACQUISITION & DEPLOYMENT

**FEDERAL BANK**

YOUR PERFECT BANKING PARTNER

HR TAD/B/PR-38701/OPP-036/2020-21

28 August 2020

**Hearty Welcome!**

Dear Ganesh V .

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success.

Yours Sincerely,



**John P J**  
Vice President (HR)

To  
Mr. Ganesh V  
C-6  
Block-18, Neyveli Township  
Coconut Street  
Cuddalore, Tamil Nadu-607003

The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P.O. Box No. 105 Alwar, Kerala - 682102  
E mail: [postings@federalbank.co.in](mailto:postings@federalbank.co.in), Phone: 0422-5634122



**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.



**PONNAIYAH RAMAJAYAM INSTITUTE OF  
SCIENCE & TECHNOLOGY (PRIST)**

Declared as DEEMED TO BE UNIVERSITY  
U/s 3 of UGC Act, 1956

## **PLACEMENT OFFER LETTER FOR THE YEAR 2018-2019**



Nov14,2018

**Subject: Letter of Offer**

Dear SHERAAZ FATHIMAA S

We are Pleased to inform you that you have been selected for the position of **Process Associate at Axximum IT Solutions.**

Your salary will be of Rs. 12,000/-per month, [This salary is without any deductions, deductions will be made as per company norms] which is at an annualized rate of Rs. 1, 44,000.00. This salary would be applicable for the first 3 months after that based on your performance you will get increment.

This offer is subject to your providing us with full and correct information in the documents to be provided upon joining as detailed below (As applicable)-

1. Duly filled EmploymentApplication form
2. 2 copies of colored passport size photographs and BloodGroup
3. Copy of PAN Card
4. Copy of Address proof
5. Copy of School Leaving Certificate /Birth Certificate
6. Copies of your educational certificates till date along with mark sheets
7. Copy of your passport (First 4 & Last 4 pages)
8. Relieving letter or duly accepted resignation letter from your previous employer(s)
9. Last 3 months pay slip duly attested by your current employer
10. You would be required to sign a protective agreement upon joining

---

Faj Park, No 37, Amarajeeva Street, TVS Tolgate, Trichy-20, Mobile: +91-9790139622.

  
REGISTRAR,  
Periyar Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956),  
THANJAVUR-610 103, TAMIL NADU.

# Axximum

IT Solutions

The terms of your employment are subject to the following pre-conditions (If applicable) -

1. You obtain a clear discharge from your current employer
2. You provide 2 satisfactory references, one being from your current employer
3. The offer of employment would be termed null and void if there is any misrepresentation of facts noted on the employment verification form
4. In the event of you leaving the organization within one year of your joining date, the Special Allowance & Joining Bonus will have to be paid back to the company (In case of termination, only special allowance will be waived off).

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer

You will be on probation for 3 months from the date of your joining **Axximum IT Solutions**. During probation the notice period will be one month and on confirmation it will be three months. In case of any absence during working days it will fall under loss of pay.

Please return the acceptance copy (attached) duly signed as an acknowledgement of your acceptance of this offer of employment along with the **authorization form** within next two working days. Do mention your date of joining, which should not be later than **Dec 03, 2018**.

We take this opportunity to welcome you into the **Axximum IT Solutions** and look forward to a long and fruitful association with you.

Yours Sincerely,



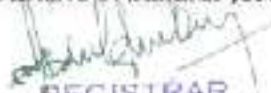
Ahmed Sajeeth  
(HR Manager)

Accepted by:

SHERAAZ FATHIMAA S  
Date:

---

Faj Park, No 37, Amarar Jeeva Street, TVS Tolgate, Trichy-20, +91-9790139622



REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17b 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

Date: 09th Feb 2018

Ref No. 2018IND35892

Ms. Nissy Mathew  
No:1/349 Bharath nagar,  
Poolangudi, Trichy-620025,  
Tamilnadu, India.

Dear Nissy Mathew,

We welcome you to join a progressive and winning team with a passion for technology and excellence. We are dedicated to providing opportunities, career advancement and development to our people and we are sure you will find your career with us a challenging, learning and rewarding experience.

We are pleased to confirm our offer of employment to you as **Engineer Trainee - Technical Support** in our Organization under the following terms and conditions.

**TERMS AND CONDITIONS :**

1. Your Annual Guaranteed Compensation will be **Rs.125724** (Rupees One Lakh Twenty Five Thousand Seven Hundred Twenty Four Only) and you are also entitled for a Allowance Compensation of **Rs. 63600** (Rupees Sixty Three Thousand Six Hundred Only). The details of the above said components are enclosed in Annexure 1.
2. You are currently positioned as Grade **JL1B** in the organization which entitles you to specific benefits. The details are enclosed in Annexure 1.
3. **Medical Insurance :** In accordance with the Company's policy, you and your family (spouse & 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
4. **Location :** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
5. **Annual Leave :** You will be entitled to twenty-four working days of leave per annum subject to prior approval by the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard.
6. **E-mail ID & Contact Details :** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.



**CSS Corp Private Limited**  
(formerly known as Glow Networks Private Limited)  
CIN: U72900TN2000PTC115334  
Regd Address: No-32 A88, 6th Floor, Ambit IT Park, Industrial Estate, Ambatur, Chennai - 600058, Tamil Nadu, India  
Tel: 91 44 5632 2000; www.csscorp.com

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
under Sec 3 of the UCA Act. 1956),  
THANJAVUR - 606 003, TAMIL NADU.

25<sup>th</sup> Feb 19

To

Mr. SUBODH PRASAD  
Department of EEE,  
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulation!!!

With reference to the campus placement drive held at your college. We are pleased to provide you with our provisional offer as **Trainee Desktop Support Engineer**.

CMS IT Service is a leading IT & Outsourced business services provider with extensive reach across India. We offer a wide bouquet of service across the value chain, focusing on Rental Banks, Insurance, Telecom, Retail, PSU and Government segments. We serve over large customers in India.

With several customers who are market leaders in their own space, the relationship has spanned across decades and multiple business lines. These customers are supported by 21,000+ team members, spread across 100 offices across India.



25<sup>th</sup> Feb 19

Mr. PRAGADEESH  
Department of EEE,  
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulations!!

With reference to the campus placement drive held at your college. We are pleased to provide you with our provisional offer as Trainee Desktop Support Engineer

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25<sup>th</sup> Feb 19

Mr. GOVINDARAJA  
Department of EEE,  
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulation!!!

With reference to the campus placement drive held at you college. We are pleased to provide you with our provisional offer as Trainee Desktop Support Engineer

CMS IT Service is a leading IT & Outsourced business services provider with extensive reach across India. We offer a wide bouquet of service across the value chain, focusing on Rental Banks, Insurance, Telecom, Retail, PSU and Government segments. We serve over large customers in India.

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25<sup>th</sup> Feb 19

Mr. BHUVANESHWARAN.J  
Department of EEE,  
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulations!!!

With reference to the campus placement drive held at your college. We are pleased to provide you with our provisional offer as Trainee Desktop Support Engineer.

CMS IT Service is a leading IT & Outsourced business services provider with extensive reach across India. We offer a wide bouquet of service across the value chain, focusing on Rental Banks, Insurance, Telecom, Retail, PSU and Government segments. We serve over large customers in India.

With several customers who are market leaders in their own space, the relationship has spanned across decades and multiple business lines. These customers are supported by 21,000+ team members, spread across 100 offices across India.

25<sup>th</sup> Feb 19

Mr. ANANDAN P  
Department of EEE,  
PRIST UNIVERSITY, Vallam, Thanjavur

Sub: Provisional Offer Letter

Congratulation!!

With reference to the campus placement drive held at your college. We are pleased to provide you with our provisional offer as **Trainee Desktop Support Engineer**

CMS IT Service is a leading IT & Outsourced business services provider with extensive reach across India. We offer a wide bouquet of service across the value chain, focusing on Rental Banks, Insurance, Telecom, Retail, PSU and Government segments. We serve over large customers in India.

With several customers who are market leaders in their own space, the relationship has spanned across decades and multiple business lines. These customers are supported by 21,000+ team members, spread across 100 offices across India.



R:

**Rane TRW Steering Systems Pvt. Ltd.**



Plant E - Pump Division  
G.S.T. Road (NH 45), Villanur,  
Guduvanchery - 603 202, India  
Telephone: 91-44-47407311/200  
Website: [www.rane.co.in](http://www.rane.co.in)  
CN : U35998TN1987PTC014800

02.02.2019

BOAT/CR/D/18/

To: *Vijay-S*  
*Department of Mechanical Engg.*  
Sub: Offer letter for Trainee - Reg.

You have been offered for doing Apprenticeship in our Company.

The Period of Training shall be for the period of One Year from the date of joining.

You are advised to report to us in the above address on or before 10.05.2019 along with your relevant educational documents.

Your training will start from the date of your joining and will automatically come to an end after one year.

The stipend for the period Rs.11000/- will be paid. However it is subject to increase and would be intimated at the time of joining the Training.

The chief purpose of taking you as a trainee is to impart you knowledge of several specialized activities so as to be used to you in the future.

If you fail to report within the stipulated time as mentioned above, this provisional offer letter for Training will automatically stands cancelled.

Yours faithfully,  
for Rane TRW Steering Systems (P) Ltd.,

*[Signature]*  
**Y. Thiagarajan**  
Manager - HR

*[Signature]*  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 405, TAMIL NADU.



Regd. Office 'Maithri' 132, Cathedral Road, Chennai - 600 086, India. Tel: 91-44-2811 2472 Fax: 91-44-2811 2449  
Head Office 45, T.T.K. Road, Alwarpet, Chennai - 600 018, India  
Tel: 91-44-2498 6255 / 2498 6295 Fax: 91-44-2499 4409

# Rane TRW Steering Systems Pvt. Ltd.



Plant II - Pump Division  
G.S.T. Road (NH 46), Villanur,  
Guduvanchery - 603 202, INDIA  
Telephone: 91-44-47407311/2000  
Website: www.rane.co.in  
CIN: U35996TN1987PTC014800

BOAT/CR/D18/

02.02.2019

To: Vignesh. R  
Department of Mechanical  
Engg

Sub: Offer letter for Trainee - Reg.

You have been offered for doing Apprenticeship in our Company.

The Period of Training shall be for the period of One Year from the date of joining.

You are advised to report to us in the above address on or before 10.05.2019 along with your relevant educational documents.

Your training will start from the date of your joining and will automatically come to an end after one year.

The stipend for the period Rs. 11000/- will be paid. However it is subject to increase and would be intimated at the time of joining the Training.

The chief purpose of taking you as a trainee is to impart you knowledge of several specialized activities so as to be used to you in the future.

If you fail to report within the stipulated time as mentioned above, this provisional offer letter for Training will automatically stands cancelled.

Yours faithfully,  
for Rane TRW Steering Systems (P) Ltd.,

  
Y. Thiagarajan  
Manager - HR

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
17/53 of the UGC Act, 1956),  
THANJAVUR - 612 403, TAMIL NADU.



Regd. Office "Maithri" 132, Cathedral Road, Chennai - 600 086, India. Tel: 91-44-2811 2472 Fax: 91-44-2811 2449  
Head Office: 45, T.T.K. Road, Alwarpet, Chennai - 600 018, India  
Tel: 91-44-2498 6255 / 2496 6259 Fax: 91-44-2499 4409



Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

B. PRASANNA  
S/o. K. Balasubramaniam  
No.6, Rainbow Colony  
Muthialpet (west)  
Pondicherry - 605003

Greetings Mr. B. PRASANNA,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 19.07.2019, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,

Authorized Signatory



REGISTRAR,

Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
by S of the UGC ACT, 1956),  
THANJAVUR - 613 403, TAMIL NADU.

**Thyrocare Technologies Limited**





Think Thyroid. Think Thyrocare.

## APPOINTMENT LETTER

To

J. JANAGIRAMAN  
S/o. S. Jagan  
No.24/5, Mainckam Colony  
Mayil Palayam Street,  
Pattukkottai - 614601

Greetings Mr. J. JANAGIRAMAN,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 05.08.2019, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,

  
Authorized Signatory



Authorized Signatory

  
REGISTRAR,  
Ponmariah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
Under the UGC Act, 1956)  
115ANJALUR - 613 402, TAMIL NADU.

**Thyrocare Technologies Limited**



25 June, 2019



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : BHUVANESWAR.G  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9952198453

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

*Sridhar J*

*[Signature]*

REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
1163 of the UGC Act, 1956).  
THANJAVUR - 610 013, TAMIL NADU.



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

[www.indianhealthcarebpo.com](http://www.indianhealthcarebpo.com) | [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) Ph: 9840014983 | 7200035525

# Thyrocare®

The Trust. The Truth.

## APPOINTMENT LETTER

To

M. SAKTHI  
S/o. A. Mathan Kumar  
No.18, Therku Kadu  
Near Matha Kovil  
Muthupet - 614704

Greetings Mr. M. SAKTHI,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 20.08.2019, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956).  
THANJAVUR-612 002, TAMIL NADU.



**Thyrocare Technologies Limited**

25 June, 2019



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : K. ESWARI  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 9944262723

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 50 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

*A. S. R.*

*[Signature]*  
REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
(U-3 of the U.G. Act, 1956),  
THANJAVUR-613 103, TAMIL NADU



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

[www.indianhealthcarebpo.com](http://www.indianhealthcarebpo.com) | [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) Ph: 9840014983 | 7200035525

# Thyrocare®

The Trust. The Truth.

## APPOINTMENT LETTER

To

SANGEETHA . R  
D/o R. Rajkumar  
No. 12, EB Colony,  
N.K. Road,  
Thanjavur - 613006

Greetings Ms. R. SANGEETHA,

Sub: Letter of Appointment - reg.

Regarding your application for a job with Thyrocare, as well as the subsequent interviews you held with us. We are pleased to offer you a position as a Lab Supervisor with our company.

**Appointment:** Your appointment as Lab Supervisor began on 05.08.2019, and you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 25,000/-.

We warmly welcome you to the Thyrocare family and wish you every success in your work with us.

Sincerely,

For Thyrocare Technologies Ltd.,



Authorized Signatory



REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UCA Act, 1956),  
THANJAVUR - 613 002, TAMIL NADU.

**Thyrocare Technologies Limited**



25 June, 2019



Indian Healthcare BPO

**OFFER LETTER**

To,

NAME : V. SHALINI  
DEPARTMENT : B.Sc Biochemistry  
COLLEGE : PRIST Deemed to be University.  
CONTACT NUMBER: 7294562571

Dear Candidate,

With reference to your application and subsequent interview you had with us at **PRIST Deemed to be UNIVERSITY, Thanjavur Campus**, an initiative for the position of **Medical Billing executive**, we are pleased to select you for training and placement program.

You have to attend 30 hours (up to one month) **ON-JOB CERTIFICATION Training** at Chennai or Salem location. After completion of this training we will conduct the final client assessment for fixing your salary. You can expect the **starting salary from Rs.10000 to Rs.15000 per month** based on your qualification, Job Location and training performance. Future growth up to Rs.50,000 per Month.

**Training starting date:** After college exam.

**Training Location:** Chennai, Salem

**Work Location:** Chennai, Bangalore, Vellore, Coimbatore.

Need to submit below Documents by mail to [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) :

1. Resume with Photograph
2. ID Proof – Aadhar Card
3. Qualification Proof

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J  
CEO

  
REGISTRAR,

Pennaiyeh Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11/13 of the UGC Act, 1956).  
THANJAVUR-610 015, TAMIL NADU.



#141, GF, PRINCE INFO CITY II, Kandanchavadi, Perungudi, Chennai – 600096

Branches: Bangalore, Hyderabad, Vellore, Salem & Pondicherry

[www.indianhealthcarebpo.com](http://www.indianhealthcarebpo.com) | [careers@indianhealthcarebpo.com](mailto:careers@indianhealthcarebpo.com) Ph: 9840014983 | 7200035525



## Apex Coco and Solar Energy Limited

78/1, Thiruvallur, Chellampalayam Post, Thiruvallur, Tirupur - 638672

15.05.2019

### LETTER OF APPOINTMENT

APCX/HR/AL/2019/132

MR. MANKANDAN S  
80/56, PERIYATHARUVAL STREET,  
KIVANPETTA  
PAPANASAM TALUKA,  
THANJAVUR, TAMIL NADU - 634203

Dear Mr. MANKANDAN S,

Appointment for the post of - "Junior Executive - QA"

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in our organization under the following terms & conditions.

#### 1.0 Designation

You will be Designated as Junior Executive - QA

#### 2.0 Reporting

You would be reporting to the Head of the Department or to whomsoever the Company deems fit to be your supervisor.

#### 3.0 Date of Commencement of Duties and Probation

Your date of commencement of duties with the company is effective from 15.05.2019. Initially you will be placed on a probation period of Six (6) months from the date of commencement of duties. Commensurate with the mutual agreement of both parties. During the period or extended period of probation this offer is terminable without any notice and any reason.

#### 4.0 Place of posting

You will be posted at Apex Coco and Solar Energy Limited, 78/1, Thiruvallur, Chellampalayam post, Thiruvallur, Tirupur District, Tamil Nadu, India - 638672. You may however be required to work at any

GSTIN No: 33AACL409P1ZK PAN: AAICL409P IE CODE: 1212022072 ON No: U91131T2012PLC018959  
PHONE: +91 93861 40332 EMAIL: hr@apexcocosolar.com



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REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University,  
19% 3 of the UGC Act, 1956),  
THANJAVUR DISTRICT, TAMIL NADU.

**AKR Industries Pvt Ltd**

100% Export Oriented Unit



Name : SARANYA

Emps No : 1784

Department : CIRCULAR KNITTING PLANT

Designation : DATA ENTRY OPERATOR

I.F.No. 1566, Marupadi  
Village, Vaynamangalam, Perambalur, Tamil Nadu

REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANDUPULI - 613 402, TAMIL NADU.



# AB ACADEMY

Advanced English Excellency for Blooming English Environment  
(for schools, colleges & corporates)

Ph : 1422-6555337

E-mail : hr@abacademy.net

Web : www.abacademy.net

Mobile : 98846 75143

98426 29024

Ref :

Date :

Dear Mr/Ms Prasanna Kumar B s/o/fo Mr. Mr. B. S. S. S. S.

We have pleasure to appoint you as a 'Faculty' in grade I with effect from June 2017. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is placed to offer you as a **Faculty (Soft-skill trainer)** for the basic gross salary of Rs. 9000/- + free accommodation (if ready to work in institution). After the probationary period, the salary will be revised based on the performance (at the time of appraisal).

You will be initially undergoing a training session before placement. If the performance is good during training period, possibilities are there for getting hike in salary and designation may be promoted as a **Faculty coordinator or Junior Team leader**. Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full-time employee of our organization, you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the company.

We value this letter as a symbol of a new relationship developed in hope and look forward to your having a long and happy career with us.

**NOTE:** Once the exams get over, do report to our nearest branch to know the training details.

Place: Coimbatore

Date:

Yours faithfully

For AB Academy

Authorized signatory (HR)

Signature of the candidate

Corporate Off : 1598, Sundaram Building, Hope College, Ayazh Road, Peelamedu, Coimbatore - 641 004.

  
**REGISTRAR**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% 3 of the UGC Act, 1956).  
THANJAVUR-605 003, TAMIL NADU.



10/10/2018

Dr. P. S. Sankaranarayanan  
Dr. P. S. Sankaranarayanan  
Dr. P. S. Sankaranarayanan  
Dr. P. S. Sankaranarayanan

Dear Sir,

With reference to your application and the enclosed documents, you had told us you had been selected as a  
Senior Lecturer in the Department of Computer Science and Engineering. The salary given is as follows:

The monthly salary is **₹ 2,00,000/-** per month (Rupees Two Lakhs only) with various allowances.

BASIC	1,00,000
DA	10,000
MA	10,000
CCA	1,000
Medical Allowance	10,000
<b>TOTAL MONTHLY SALARY</b>	<b>1,31,000</b>

The University reserves the right to amend and withdraw any offer of appointment at any time and without any notice, without any liability to the University.

The University reserves the right to amend and withdraw any offer of appointment at any time and without any notice, without any liability to the University.

Dr. P. S. Sankaranarayanan  
Dr. P. S. Sankaranarayanan  
Dr. P. S. Sankaranarayanan

The University reserves the right to amend and withdraw any offer of appointment at any time and without any notice, without any liability to the University.

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The University reserves the right to amend and withdraw any offer of appointment at any time and without any notice, without any liability to the University.

Respectfully,  
Dr. P. S. Sankaranarayanan

REGISTRAR  
P. S. Sankaranarayanan

  
**REGISTRAR,**  
Ponnaiyah Ramaswamy Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11% 3 of the UGC Act, 1956),  
THANJAVUR-613 001, TAMIL NADU.



02 September 2021

**TO WHOMSOEVER IT MAY CONCERN**

**Experience Certificate**

Name : Bhuvaneshwari chandrasekar  
Employee ID : 148861  
Designation : Network Operations Associate  
Date of Joining : 17 January 2020  
Date of Relieving : 26 July 2021

We wish you all the very best for all your future endeavors.

Yours sincerely,  
For US Technology International Pvt. Ltd.

Jiju Setha Madhavan  
Group Manager - HR

REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U's 3 of the UGC Act, 1956),  
THANJAVUR - 612 003, TAMIL NADU.



01-FEB-2023

Letter Of Appointment

To,  
Mr. Prince Jai Ignatius X  
TCS - Chennai

Dear Mr. Prince Jai Ignatius,

This has reference to our Offer of Employment in TATA Consultancy Services Limited vide TCSLEP2022CN1631121/- Chennai/1994274 dated 21-Nov-2022 and your completing joining formalities as per TCS's policy.

On the terms and conditions detailed in our Offer of Employment accepted by you, we are happy to appoint you as Systems Engineer in Grade C1 with effect from 01-FEB-2023.

Your Associate number is 2556446.

I take this opportunity to extend you a warm welcome to the TCSL Family!

Yours sincerely,  
For TATA Consultancy Services Limited

GIRISH V NANDIMATH  
Global Head – Talent Acquisition

REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
THANJAVUR-612 003, TAMIL NADU.

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

TCS House, Bawlehe Street Fort Mumbai-400 001 Maharashtra, India  
Tel: 91 22 6778 0998 Fax: 91 22 6778 3000 website: www.tcs.com  
Registered Office: Bhabha Building, 5th Floor Nariman Point, Mumbai-400 021



LC5/rch/India: VSR  
Page 1 of 6

AECOM India Global Services Private Ltd. +91 124 488800800 Tel  
2nd floor, Tower A, SP Infotech, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : 0749966R2000PTC009620

**PRIVATE & CONFIDENTIAL**

Date: 21<sup>st</sup> Jan 2022

**VENKATA SUDHAKAR**  
**H.NO: 32 SRI LAKSHMI NARASIMHA**  
**BUILDING, 3RD MAIN, MADIWALA**  
**NEW EXTENSION, BENGALURU - 560068.**

Dear Venkata Sudhakar,


**APPOINTMENT LETTER AS RPA SUPPORT SPECIALIST AT AECOM INDIA GLOBAL SERVICES PRIVATE LTD.**

We are pleased to offer you an appointment as **RPA SUPPORT SPECIALIST** at career level 11 to **AECOM INDIA GLOBAL SERVICES PRIVATE LTD.** on the following terms and conditions.

You shall perform your duties as an **RPA Support Specialist** at our **Bangalore** office.

However, the Company may at its sole discretion, transfer or assign you to work in any unit or department within the Company group or the Clients' offices in India or abroad in the future depending on the exigencies of work, with or without any change in the terms and conditions of the appointment.

1. Commencement Date Your appointment will commence on **7<sup>th</sup> February 2022**.
2. Salary Your gross annual compensation package will be as stated in Annexure A by the break-up amounts stated therein. Taxes and statutory deductions if any will be borne by the employee.  
  
In all other matters concerning the allowances and benefits, you will be governed by such policies and rules as may generally apply to other staff or as specifically intimated to you, and as modified and amended from time to time. Please note the Management reserves the sole right to modify the allowances/benefits applicable in a category depending on relative merits/demerits of any individual, determined on a case-to-case basis.
3. Probation Period The initial **six months** of your employment shall be a probationary period during which either party may terminate this employment contract by giving **one month** in writing or a **month's** salary instead of notice. Your performance and suitability for continued employment will be reviewed at the end of the probation.
4. Working Hours Normal office hours are from 9.00 am to 5.30 pm, Mondays to Fridays with a ½ hour break for lunch (12.30 pm to 01.00 pm). You shall also be required to work in the shifts to ensure business continuity.

  
**REGISTRAR,**  
Ponniyiah Ramajayam Institute of  
Science & Technology (PRIST)  
Reg. Office: 2nd floor, Tower A, SP Infotech, Industrial Plot No.243, Udyog Vihar Phase I, Dundahera, Gurgaon, Haryana, India. PIN-122016  
(Institution Deemed to be University  
1% 3 of the UGC Act, 1956).  
THANJAVUR-613 001, TAMIL NADU.



5. **Overtime** Due to the nature of the work involved, you may also be required to work such additional hours (outside your normal working hours) as necessary for the proper fulfillment of your duties.
6. **Leave** You will be entitled to the leaves as per the Company Leave policy.
7. **Holidays** You are entitled to public holidays in India. The list of public holidays will be published by the company every year. You hereby agree that if exigencies of work are required, you will work on any holidays. Please refer to our HR Department for details.
8. **Medical Out-patient Benefit** The Company will reimburse, upon presentation of the requisite receipts, the costs of medical out-patient treatment up to 8% of monthly basic salary per annum.  
All pre-existing illnesses before employment with the Company, (cost of medical treatment and prescriptions) will not be covered.
9. **Insurance** You are entitled to participate in the Company's Insurance and Hospitalization Plan, subject to the rules of such insurance details of which are available from the Company Policy.  
You will be provided such benefits based on the actual necessary and reasonable expenses incurred but such sum shall not exceed the maximum limit set out in the relevant insurance policy.
10. **Employer Provident Fund** If you are eligible, you shall be entitled to receive Employer Provident Fund contributions by the regulations of the Employer Provident Fund Board.
11. **Income Tax & Business Travel** Employees are fully liable for the payment of income tax payable in respect of all sourced emoluments in all jurisdictions.  
  
AECOM has a policy of 100% compliance with individual tax, corporate tax, and work authorization, if during employment, you believe you may trigger foreign individual income tax liability due to your work activities, you are advised to raise the issue immediately to your manager, Human Resources, and your Finance representatives.  
In the absence of any prior written agreement to the contrary, you shall be personally responsible to track your travel and settle any foreign individual tax that you may trigger.
12. **Retirement** You will automatically retire from the service of the company on attaining the age of superannuation i.e. 60 years unless the management gives an extension in writing.



LC5/rch/India: VSR  
Page 3 of 6

AECOM India Global Services Private Ltd. +91 124 489800600 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : U74999HR2005PTC089820

13. Termination of  
Engagement  
After Confirmation

We may at any time terminate your engagement by giving you **months' notice** in writing or by paying you **two months** compensation package instead of notice and, except as otherwise expressly provided, you will have no further claim on us.

You may terminate your service during your engagement by giving us **months' notice** in writing or by paying us **two months** compensation package instead of notice.

However, in the event of your resignation, you can be relieved at the sole discretion of the company without payment of any balance notice period.

However, the Company will not be required to give any notice or compensation package in lieu thereof, if the termination is due to an act of indiscipline, furnishing of incorrect particulars/information during the appointment, etc.

Treatment of any outstanding leave entitlement within the notice period is at the discretion of the Company. We may instruct you to take leave on specific days within the notice period or pay for your outstanding leave entitlement.

If we terminate your engagement for the reason of indiscipline and/or misconduct, you will forfeit all accrued and untaken leave.

14. Conformity

You will conform to the Company's laid down expected standards of discipline, policies, rules, etc. As amended and modified from time to time or understood by convention as company norms. Any breach of such discipline, a commission of misconduct will render your appointment liable for termination with immediate effect, without any obligation on the Part of the Management/Company.

15. Policy and  
Procedures

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

16. Confidentiality  
Undertaking

You are required to observe and comply with the confidentiality undertakings as more particularly set out in the attached Confidentiality Undertakings. Please sign and return a copy of the attached Confidentiality Undertakings to acknowledge your acceptance and understanding of the same when you sign back a copy of your employment letter.

  
REGISTRAR,  
Formalayah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution No. 243, Tower A, SP Infocity, Industrial Plot No.243, Udyog Vihar Phase I, Dundahera, Gurgaon, Haryana, India. PIN-122016)  
(As 3 of the USC Act, 1956),  
THANJAVUR-613 003, TAMIL NADU.



LC5/rch/India: VSR  
Page 4 of 6

AECOM India Global Services Private Ltd. +91 124 488800600 Tel  
2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : U74999HR2005PTC089820

Prior to commencing employment, you are requested to review the AECOM Code of Conduct and confirm your acknowledgment of receipt by completing and returning the enclosed Receipt and Acknowledgement Form. You agree and confirm that you will comply with all AECOM policies and procedures including, expressly, AECOM's Code of Conduct.

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

We would be pleased to have your confirmation in writing that you agree and accept this offer on these terms and conditions. Please sign and date the attached copy and return it to our Human Resources Department immediately.

Yours sincerely,

**AECOM INDIA GLOBAL SERVICES PRIVATE LTD.**

**Sameer Mathur**  
**Senior Director, Human Resources**  
(sameer.mathur1@aecom.com)

#### ACKNOWLEDGEMENT

I \_\_\_\_\_ S/O \_\_\_\_\_ fully understand  
and accept the appointment on the terms and conditions set out above.

Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956)  
CHENAI - 605 006, TAMIL NADU.

<b>Annexure A</b>	
<b>Salary Break-Up Sheet</b>	
<b>Venkata Sudhekar</b>	
<b>RPA Support Specialist</b>	
<b>Particulars</b>	<b>Per Annum (INR)</b>
Basic Salary	594,250
House Rent Allowance	197,125
Flexible Allowance as per company policy	266,474
Internet Allowance	12,000
<b>Gross Salary</b>	<b>869,849</b>
Employer Provident Fund	47,310
Bonus - Monthly Payable	32,841
<b>Total CTC</b>	<b>950,000</b>
<b>Taxes:</b>	
<b>Taxes and statutory deductions, if any will have to be borne by the employee</b>	

Yours sincerely,

**AECOM INDIA GLOBAL SERVICES PRIVATE LTD.**



**Sameer Mathur**  
**Senior Director, Human Resources**  
(sameer.mathur1@aecom.com)

**ACKNOWLEDGEMENT**

I \_\_\_\_\_ S/O \_\_\_\_\_ fully understand  
and accept the appointment on the terms and conditions set out above.

Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**REGISTRAR,**  
**Regulation & Research Institute of**  
**Science & Technology (PRIST)**  
(Institution Deemed to be University  
17A of the UGC Act, 1956),  
THANGALAKOTHI-601 103, TAMIL NADU





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Page 6 of 6

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2nd floor, Tower A, SP Infocity, Industrial  
Plot No 243, Udyog Vihar Phase I,  
Dundahera, Gurgaon-122016  
www.aecom.com  
CIN : U74999HR2005PTC039630

### Confidentiality Undertakings

I understand that in the course of performing my duties related to my employment position, I may be given access to the company's confidential information, including but not limited to the company's financial information, business plans, analyses, reports, bids, and proposals, tendering documents, technical innovations, design, inventions, client lists, and other sensitive, privileged information and intellectual property of the company.

Similarly, there may be sensitive and privileged information of our clients to which I may be given access.

With regard to the sensitive and privileged information mentioned above, I undertake that I shall only use the information to perform my duty in the company and shall keep the information confidential. I shall not divulge the information to any person and/or any party without the company's prior written authorization. I shall exercise care to ensure the information will not be misused. In this regard, I shall not copy, download, forward, and/or print any such information use, of the company other than to discharge my duties in the company.

I shall observe and comply with the above undertakings during and after the termination of my employment with the company. If I have violated my undertaking as stipulated above, I understand I will be subject to disciplinary actions, including summary dismissal, by the company and I may be liable to the legal proceedings and consequences which may be brought against me.

For the avoidance of doubt, the reference of "Company" contained herein shall include your direct employer or any one of the following entities: (i) a company or entity that is directly or indirectly owned and/or controlled by your direct employer; (ii) a company or entity which directly or indirectly owns and/or controls your direct employer or (iii) a company or entity which is an affiliate of your direct employer being owned or controlled by the same company as mentioned in (ii).

Signed by: \_\_\_\_\_

Name:

Position:

NRIC/Passport/FIN No.

Date:

REGISTRAR,

Ponnalyah Ramajayam Institute of  
Science & Technology (PR/ST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
11th Mile, UTR-613, ICD, TAMIL NADU,

HCL TECHNOLOGIES LTD.  
Division: Business Services  
B-34/3, Sector 59, Noide 301 301, UP, India  
Tel +91 120 4364200, Fax +91 120 2589688  
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India  
CIN- L74140DL1991PIC046369  
www.hclbpo.com  
www.hcl.com

Date: May 2, 2019

**Private and Confidential**

**ABINAYA S**

**37, BHARATHI NAGR, ALAGAPPAPURAM  
KARAIKUDI,  
Karaikudi,  
Tamil Nadu,  
India - 630003**

**Dear ABINAYA,**

Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCL" or "Company") as ANALYST**. You are required to report on May 15, 2019 at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 383400 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id YUGAPRIYA.S@HCL.COM, failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the**

  
REGISTRAR,

Anna University, Anna Institute of  
Science & Technology (PKISIT)  
(Institution Deemed to be University  
As 3 of the UGC Act, 1956)  
THANJAVUR-613 401, TAMIL NADU.

Signature of the employee

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B-34/3, Sector 59, Noide 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

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**client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function.**
- Please note that if you **chose to resign** from services of **HCL Technologies – Digital Business Operations within six(6) months from your date of joining, a sum of up to Rs. 50,000/- will be recovered towards training expenses.**
- Your services during or after the period of probation shall be liable to be terminated giving 90 days' notice or 90 days basic salary in lieu thereof without assigning any reason thereof. Likewise, you will also be competent to terminate your contract of employment by giving 90 days' notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.

**REGISTRAR,**

Purnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11's 3 of the UGC Act, 1956),  
THANJAVUR - 610 403, TAMILNADU.

Signature of the employee

**HCL**

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B-34/B, Sector 59, Noide 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PIC046369

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- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with HCL TECHNOLOGIES -Digital Business Operations, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the HCL TECHNOLOGIES - Digital Business Operations employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits and subject to company's policy.
- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on

Signature of the employee

**HCL**



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Division: Business Services

B-34/3, Sector 59, Noide 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

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the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - cum - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.
- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at Chennai, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for 7 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have

REGISTRAR  
Ponnaiyah Ramayya Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University)

Signature of the employee

**HCL**

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Division: Business Services

B-34/3, Sector 59, Noide 301 301, UP, India

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

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left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - o School leaving certificate / birth certificate
  - o Educational qualification certificate (from 10th std onwards) along with mark sheets
  - o Passport (The first 4 and the last 4 pages)
  - o Relieving letter or duly accepted resignation letter from your present and previous employers
  - o Salary certificate from your present and previous employers

Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For HCL TECH LTD BPO SERVICES



**Amrita Das**

Senior Vice President

Head-Global Rewards



**REGISTRAR,**

Ponnaiyali Ramajayam Institute of  
Science & Technology (PRIST),  
Institution Deemed to be University  
(U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 403, TAMIL NADU

Signature of the employee

**HCL**



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B-34/3, Sector 59, Noide 301 301, UP, India  
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CIN- L74140DL1991PIC046369  
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### **DECLARATION**

I, ABINAYA S, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:


1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
  - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

**In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, HCL Technologies Ltd. – Digital Process Operations has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.**

### **Annexure II**

#### **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL**

<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> - Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> - Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	

  
**REGISTRAR,**  
Tamil Nadu State Open University  
Science & Technology (PRST),  
(Institution Deemed to be University  
(U's 3 of the UGC Act, 1956),  
THANJAVUR- 613 403, TAMIL NADU.

Signature of the employee  
**HCL**

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Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

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1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer - Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

**List of Documents required for joining / induction day (Hard Copies)**

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport - Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.

Signature of the employee

**HCL**

**REGISTRAR,**

Pandiyar Panthiyar Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
(U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 103, TAMIL NADU



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B-34/3, Sector 59, Noida 201 301, UP, India

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- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India)  <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower - 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313, UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Bld), Eclot-Special Economic Zone, 602/3, Sholinganallur Village, Sholinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore - 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, MIDC, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor - Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 - 2nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657626]
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

  
**REGISTRAR,**

Signature of the employee

**HCL**

HCL TECHNOLOGIES LTD.  
Division: Business Services  
B-34/3, Sector 59, Noide 301 301, UP, India  
Tel +91 120 4364200, Fax +91 120 2589688  
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India  
CIN- L74140DL1991PIC046369  
www.hclbpo.com  
www.hcl.com

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies HCL Technologies Ltd. - Digital Process Operations is governed by policies\* which are listed in corporate intranet.

### **Annexure III**

#### **EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

##### **BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

##### **House Rent Allowance (HRA)**

The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

**Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

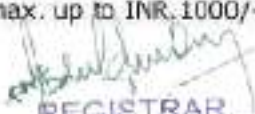
##### **Advance Statutory Bonus**

*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*

##### **Attendance Allowance**

Attendance Allowance is payable max. up to INR.1000/- per month.

##### **Compensatory Allowance**

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University)  
1H25N1/A2R-613 401, TAMIL NADU.

Signature of the employee  
**HCL**



HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/B, Sector 59, Noide 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

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Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

### **Medical Insurance**

Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

#### **• Coverage under ESI:**

*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*

The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

  
REGISTRAR,  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIET),  
Institution Deemed to be University  
(1% 3 of the UGC Act, 1956),  
Chennai - 600 090.

Signature of the employee

**HCL**

HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noide 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

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CIN- L74140DL1991PIC046369

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www.hcl.com

### **Gratuity**

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

### **Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*



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Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
1/A/3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.

Signature of the employee

**HCL**





## OFFER LETTER

Dear S.VINODHINI,

We are delighted to officially appoint you to the position of **Web Developer** at **Gridlabs Solutions**. We were highly impressed with your qualifications and interview performance, and we believe you will excel in this role.

### Appointment Details:

Job Title	Web Developer
Reporting to	HR Manager
Campus Interview Date	11.02.2019
Compensation	13,000/-

Please report to the **Gridlabs Solutions** on [Start Date]. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Sincerely,

HR Manager

REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
UPEU of the UPEU Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.



01 March 2019

**PERSONAL AND CONFIDENTIAL**

Dear Mr. Aakash Tristan,

We have pleasure in offering you fixed-term internship with BMW India Private Limited (the "Company") with effect from **04<sup>th</sup> March 2019**

This letter includes the main conditions of internship detailed below.

The Company reserves the right to end your internship for gross misconduct or repudiation or declaration of wrong facts with immediate effect.

**Name:** Mr. Aakash Tristan

**Father Name:** Mr. Stalin P

**Date of Birth:** 16<sup>th</sup> October 1997

**Section/Location:** TV - 439

**Reporting to:** Mr. Paul Struetzky

**Effective Date of Appointment:** 04<sup>th</sup> March 2019

**Period:** 04<sup>th</sup> March 2019 – 03<sup>rd</sup> June 2019

**Basic Hours and Hours of Work:** (As per operating hours of the company).

**Stipend:** INR 10,000 per month

**Working Arrangements:** Your normal start & finish time will be in line with the operational requirements of the Company. You will be entitled to 2 days of leave during the above period.

**Confidentiality:** You must not disclose to any unauthorised person or otherwise reveal any confidential information or documents, which, relate to BMW Group's business or its trading specialities. You may be proceeded against at law for any misuse or unauthorised disclosure of any information, both during and after internship with the Company. You should complete the enclosed Declaration of Confidentiality and return it with your acceptance of this offer.

**Conflicts of Interest:** We are enclosing a copy of the BMW India Policy on Conflicts of Interest, together with a declaration, which we would ask you to complete and return to us with your acceptance of this offer.

Company  
BMW India  
Private Limited

A BMW Group Company

Postal address  
BMW Chennai  
No.35, 1st Cross Road  
1st Main Road  
Opp 2nd Avenue  
Marina World City  
Nathan S.J. Plot  
Chengalpet-602 002  
Hendropuram District  
Tamil Nadu, India

Telephone  
+91 44 47444 200

Fax  
+91 44 47444 201

Email  
corporateaffairs@bmw.in  
Internet  
www.bmw.in

Corporate Identity Number  
U29219TN1997PTC027496

Registered office  
DLF Cyber City, Phase II  
Building No-8  
Tower D, 7th Floor  
Gurgaon 122002  
Haryana, India

Bank details  
Deutsche Bank India  
1517341-000  
FSC-Code  
DEUT33HAN

  
REGISTRAR,

Ponnamiah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
(U/s 3 of the UGC Act, 1956)  
THANDUPUR - 610 403, TAMIL NADU.



**Intellectual Property Rights:**

You assign to the Company, or its designee, all your right, title, and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which you may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time you are in the internship of the Company. You further acknowledge that all original works of authorship which are made by you (solely or jointly with others) within the scope of and during the period of your internship with the Company and which are protectable by copyright are "works made for hire," as that term is defined in the Indian Copyright Act, 1957.

Your internship completion date is **03<sup>rd</sup> June 2019**. The said date is estimated completion date of assignment, and renewal or alteration of this period will only be considered if the assignment is incomplete. Any renewal or extension will not be construed as an appointment for an indefinite period or as an indication of the prospect of further renewal or extension. Your internship shall hold valid with BMW India Pvt. Ltd. subject to submission of all your project related topics and full clearance with the company.

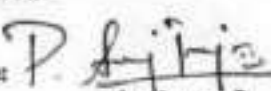
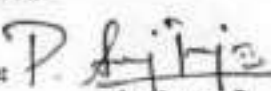
Kindly sign and return the enclosed copy of this letter indicating your acceptance to BMW India Private Ltd.

Please do not hesitate to contact us should you require any further information.

Yours sincerely  
**BMW India Private Limited**

  
**Indraneel Saha**  
**Senior General Manager - Human Resources & Facilities**

I accept this appointment on the terms and conditions stated hereinabove and in the documents annexed hereto.

Signature:   
Date: 

1/3/2019

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
As 3 of the UGC Act, 1956),  
THANDUPUR - 612 403, TAMIL NADU



HR APPT\_2023\_02\_1064

## APPOINTMENT LETTER

DATE: 15-02-2023

To

THUJASURYA V N

25449

2/11,SANGUTHEERTHEM EAST STREET,MANNARGUDI,THIRUVARUR

Dear Mr/Ms THUJASURYA V N,

With reference to your application and the interview you had with us, we hereby offer you an appointment as "OPPO Experience Consultant" in our Company with effect from 10/01/2023 on the following terms and conditions.

### 1. REMUNERATION:

- a) You will be entitled for salary (Gross) of a sum of Rs. 10400/- (Rupees Ten Thousand Four Hundred) per month which includes statutory deductions in it and your KP/Incentive is fixed by the Company after your Probation completion.
- b) You will be entitled to leave and other fringe benefits as per the policies of our company.
- c) You will be required to join/continue be a member of the Employee Provident Fund and Employee State Insurance Fund (If applicable), be bound by its rules and entitled to its benefits.
- d) Income Tax will be applicable as per the Income Tax act 1961 and notifications thereon by the Government of India.

### 2. PROBATION:

You will be required to serve a probation period of Three (3) months with effect from the date of joining your duty and the company may extend the probation tenure based on your performance during the probation. During this period, your pay will be termed as stipend for the purpose of this agreement. This period may be extended or shortened at the sole discretion of the Management. During the period of probation, your appointment to this position is liable for termination by the Company with ONE (1) day notice. Similarly, you can resign from the Company with one-months' notice OR ONE month's pay in lieu thereof failing which the Company is entitled to recover the same through Court of Law with interest at your cost. Satisfactory completion of probation shall depend on your attitude, conduct and assessment made by the Company on your performance at work and will include the targets and norms set for your job by your superiors and the Management. After satisfactory completion of probation, you will be informed in writing.

### 3. WEEKLY OFF AND HOLIDAYS:

You are entitled for one day rest / off in a week. You are eligible for Other Holidays as per the company holidays list.

  
REGISTRAR,  
KonNALYSH Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
U/s 3 of the UGC Act, 1956),  
THANJAVUR - 613 003, TAMIL NADU.

PRG BPO Private Limited. CIN. No: U74999T2017PTC029582

Registered & Head Office: No 5-9 Head Post Office Road, Coimbatore-641001, Tamilnadu, India.





#### 4. TRANSFER

(a) Your present place of work will be "Thanjavur". However, during the course of your employment with the Company, you shall be liable to be posted / transferred to any of the offices / projects / departments / divisions / units of the Company or its Associate companies, existing or to be set up at any location in India or abroad at the sole discretion of the Management.

(b) As per the exigencies of work and keeping in mind your suitability, you shall be liable to be transferred, at the sole discretion of the Management, from one work, department, section, job to any other work, department, section or job in which case your designation, if required, may also be suitably changed.

#### 5. TRAINING:

You will have an extensive induction program and have training programs at regular intervals to educate, equip and apprise you of all facets of the business, which inter alia is aimed at your development and growth along with that of the company. Since the training imparted are highly specialized and extremely critical to the business and as we would have invested our monetary and other resources in this effort to train you and as you will be commencing from the induction program on an on-going basis will be privy to a lot of confidential, proprietary and commercially sensitive information, you will be strictly bound by the following on acceptance of the terms set out herein.

#### 6. BACKGROUND CHECKS:

The Company may at its discretion conduct background checks anytime and if the company is not satisfied with the outcome of the background checks. The company reserves the right to withdraw this offer and can terminate your employment without notice. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. Prior to or during your appointment with the Company you may be required to undergo a medical examination by a Medical Officer or by a Doctor specified by the Company. In case if you are found medically unfit to continue with the job at any time, you will lose the lien on your job.

In case any particulars furnished by you are found false or unsatisfactory at any stage during your employment, your services shall be liable for termination without any notice or any compensation in lieu thereof.

#### 7. DUTIES AND RESPONSIBILITIES :

a) In case of any change in your address during the course of employment, it will be your duty to intimate the management in writing immediately. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

b) You will be retired from service upon reaching superannuation age 58 or earlier in case you are found physically/mentally unfit to work any longer or for continued ill health as certified by a medical practitioner designated by the Company.

c) The Company expects you to work with a high standard of efficiency, initiative and economy. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the Management of the Company and by those in authority over you.

d) You shall carry out your duties faithfully, diligently and not divulge any confidential information about this Company or Group.

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REG: BHO Private Limited. CIN. No: U74999TJ2017PTC029582

Registered & Head Office: No 5-9 Head Post Office Road, Coimbatore-641001, Tamilnadu, India.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956).  
THANJAVUR-613 003, TAMIL NADU.



e) You will not undertake any direct / indirect business or work, honorary or remunerator, other than being a shareholder or debenture holder in a Company, except with the express written permission of the Management in each case. Contravention of these will lead to the termination of your services without any notice or any compensation in lieu of such notice. You will not be an employee in any other company directly or indirectly during the employment tenure.

f) You shall neither divulge nor give out to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars of our business practices, processes, technical know-how, security arrangements, administrative and / or organizational matters of a confidential nature which you may be privileged to know by virtue of your position in employment with this Company. You shall keep confidential all the information and material provided to you by the Company, its Associate companies or by its clients concerning their affairs.

g) You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority, nor alter or be a party to any alteration of any principle or policy of this Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

h) You will not (except in the normal course of the Company's business) publish any article or statement or deliver any lecture or broadcast or make any communication to the media regarding the Companies services or any other matter which directly concerns the Company unless you have the prior sanction of the Management.

i) You will be responsible for the safekeeping and return in good condition and order of all the property of the Company, which may be in your use, possession, custody, care or charge. For the loss or damage to any property of the Company in your possession, the Company will have the right to assess on its own basis and recover the cost of all such loss / damage from you and to take such other action as it deems fit in the event of your failure to satisfactorily explain or account for loss or damage to such material or property.

j) You undertake that you shall not receive any gratifications like fees, commissions, gifts, kickbacks, gift vouchers or other considerations or benefits from Vendors, Suppliers, Distributors, Dealers, Colleagues, Consultants and Customers of the Company or any other person in relation with the Company during the term of your employment. If you breach or violate this clause, the Company at its discretion, terminate this contract of employment without any notice and you shall indemnify the Company such loss arising out of breach of this clause.

#### **8. TERMINATION OF SERVICE AFTER PROBATION PERIOD:**

(a) You are allowed to terminate this contract of employment if you wish so by giving a notice in writing of at least 3 months, in advance of your date of planned exit or in alternative you shall pay 3 months' salary in lieu of the same. Similarly in case if you abscond/leave employment without notice, the Company shall have the right to deduct/recover 3 months gross salary and the damages caused to the company if any from the salary payable to you as on date when you leave employment without notice with interest at your cost. However, the Company is allowed to terminate this contract of employment without assigning any reasons by giving one month's notice in writing or one month's pay in lieu thereof permitting you to find another job.

(b) You will automatically retire from the service of this Company on attaining superannuation at the age of 58 years or earlier as The Company may decide. You shall not have any claim to continue in service thereafter.

(c) If you absent yourself without leave or remain absent beyond the period of your sanctioned leave (including sanctioned extension of leave), you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

Return to work within THREE (3) days of the commencement of such absence, and,

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FAQ: BPO Private Limited. CIN. No: U74999TJ2817PTC029582

Registered & Head Office: No 5-9 Head Post Office Road, Coimbatore-641001, Tamilnadu, India.

  
REGISTRAR,

Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST),  
(Institution Deemed to be University  
11/3/2 of the UGC Act, 1956),  
THANJAVUR-612 400, TAMIL NADU.



Give an explanation to the satisfaction of the Management regarding such absence.

(d) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, poor performance, theft, dishonesty, use of intoxicating substances at work place or being intoxicated at work, insubordination (refusal by a subordinate to obey his head), discriminatory conduct towards others, harassment, restructuring or economic reasons or without being exhaustive and without prejudice to the general meaning of the term 'Misconduct' in the case of reasonable suspicion of misconduct, disloyalty, commission of an act of moral turpitude or any other act of indiscipline or inefficiency.

(e) This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data/resume), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the management may take such action as it deems fit in its sole discretion, including termination of your employment without the required notice period.

(f) If you are found to be habitual latecomer and despite frequent warnings if you fail to keep up your timings, then your services would be liable for termination. (Note: 2 late comings are allowed in month and if this crosses there will be salary deduction according to the company regulations. If the same continues may lead to termination)

(g) During the probation period less than a month, your service will be liable to termination by the Company the Company; During the probation period more than a month, your service will be liable to termination by the Company with ONE (1) day notice or pay in lieu of the notice period with effect of this clause.

(h) In case of Sexual harassment, if the case is found to be true after due investigation, the liable employees will be immediately terminated from service.

(i) Three (3) warning letters will lead to termination and warning letter will send through E-mail /Letter

#### **9. EFFECT OF TERMINATION:**

Upon the termination of your employment, you will return to the Company all papers & documents or other property which may at that time be in your possession relating to the business or affairs of the Company or any of its associated or branches or their clients and will not retain any copies or extracts therefrom.

#### **10. CONFIDENTIALITY:**

You acknowledge that during this engagement you will have access to and become acquainted with various trade secrets, patents, inventions, innovations, processes, information, records and specifications owned or licensed by the Company and/or used by the Company in connection with the operation of the business including, without limitation, the Company's business and product processes, methods, customer lists and their details, Distributor lists and their details, Dealers lists and their details, Vendor lists and their details, information with regard to employees, Sales data, information pertaining training given by the Company and the training documents, price and schemes announced by the Company from time to time, commercial offerings, accounts and procedures. You agree that you will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of the engagement with the Company. All files, records, documents, blueprints, soft copies, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the business of the Company, whether prepared by you or otherwise in your possession, shall remain the exclusive property of the Company. You shall not retain any copies of the foregoing without the Company's prior written permission. Upon the expiration or earlier termination of this Agreement, or whenever requested by the Company, you shall immediately deliver to the Company all such files, records, documents, specifications,

REGD. BPO Private Limited. CIN. No: U74999T22017PTC029582

Registered & Head Office: No 5-9 Head Post Office Road, Coimbatore-641001, Tamilnadu, India.

  
**REGISTRAR,**  
Ponnalyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
U-3 of the UGC Act, 1956),  
THANJAVUR-606 001, TAMIL NADU,



information, and other items in your possession or under your control. You further agree that you will not disclose your retention as an Independent Employee or the terms of this Agreement to any person without the prior written consent of the Company and shall at all times preserve the confidential nature of your relationship to the Company and of the services hereunder. Employees are requested to have Salary, Incentive, KPI & other Benefits details confidential. Discussion of monetary benefits within co-workers is strictly prohibited.

#### 11. NON-COMPETE:

You specifically agree, the following covenants and undertakes that you shall not, either directly or through any agent, employee or person including any affiliate, company, corporation, partnership, joint venture, trust, society or other unincorporated body which is, or shall be, wholly or partially or substantially, owned or controlled by the Consultant or licensee has controlling interest, during the subsistence of the Term of this agreement and for a period of Six (06) Months from the date of termination or expiry of the Agreement, engage, directly or indirectly, in any business, solicit, accept the business which is Similar to the Business carried out by the Company pursuant to the present Agreement.

#### 12. NON-POACHING

You agree and acknowledges that during the term of this Agreement i.e., Six (06) Months after the termination or expiry of this agreement thereof, you shall not, directly or indirectly, recruit, solicit, or induce, any employees, distributors, dealers, vendors, suppliers, customers, appoint or attempt to recruit, solicit, or induce, any employee or officer or any distributors, dealers, vendors, suppliers, customers, of the Company in any manner.

#### 13. APPLICABLE LAW AND JURISDICTION

This Agreement shall be construed, and the legal relations between the parties hereto shall be determined, in accordance with the laws of India, and the Parties consent to the jurisdiction of the Courts of Coimbatore, India for settlement of any disputes that may arise under this Agreement.

#### 14. DISPUTE RESOLUTION

All disputes arising out of or in connection with this Agreement shall be attempted to be settled through negotiation between senior management of the Company and You (the employee/ex-employee). If any Dispute arising between the parties is not amicably settled within a reasonable period of one month of commencement of attempt to settle the same, the Disputes shall be referred to arbitration under the provisions of the Indian Arbitration and Conciliation Act 1996. The parties agree (i) that the Arbitration proceedings will be conducted in Coimbatore and (ii) the panel of arbitration shall consist of three (3) members, one each appointed by the parties and the third appointed by the nominee arbitrators by consensus. The non-prevailing party (as determined by the arbitrators) shall bear the costs of the arbitration and the reasonable fees and cost (including attorney's fees) of the prevailing party.

  
**REGISTRAR,**  
Ponnaiyah Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Uis 3 of the UUG Act, 1956),  
THANGAVELU-611 003, TAMIL NADU.

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REG: BHO Private Limited, CIN. No: U74999TJ2017PTC029582

Registered & Head Office: No 5-9 Head Post Office Road, Coimbatore-641001, Tamilnadu, India.





We look forward to a fruitful association between you and the Company and we hope that this will be of mutual beneficence to both of us.

Please sign and return one copy of this Letter of Appointment/Agreement as a token of your acceptance of the terms and conditions offered. This Agreement will be deemed effective on your signing and executing the same.

The Company reserves the right to alter, amend or modify any of the above conditions of service as & when required and the same will be duly conveyed to all through circular or display in notice board.

We welcome you and look forward to a long and mutually rewarding association with you. We wish you a happy & prosperous future with our Company.

For FRQ BRO Private Limited

Authorized Signatory

Declaration

I AM EXECUTING THIS UNDERTAKING WITH THE FULL KNOWLEDGE THAT THIS DOCUMENT CREATES IMPORTANT OBLIGATIONS OF TRUST AND AFFECTS MY RIGHTS TO INVENTIONS, WHICH I MAY MAKE DURING MY TRAINING/PROBATION, EMPLOYMENT OR CONTRACTING RELATIONSHIP WITH THE COMPANY OR THE TECHNICAL ADVISORY RELATIONSHIP.

THUJASURYAV N

(SIGNATURE)

REGISTRAR,

Ponnaiyeh Ramajayam Institute of  
Science & Technology (PRIST)  
(Institution Deemed to be University  
Uy S of the UCA) Act, 1956),  
THANJAVUR-611 002, TAMIL NADU.

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