



GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF POSTS



O/o The Superintendent of Post Offices  
Pollachi Division  
Pollachi - 642 001  
Employee ID : 50504202



Name

S. KALADEVI

Designation : BPM

Office : DEVANURPUDUR BO

*S. Kaladevi*  
Signature of Card Holder



PRINCIPAL

Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,



भारतीय डाक विभाग DEPARTMENT OF POSTS, INDIA  
O/o the Superintendent of Post Offices, Pollachi Division, Pollachi 642 001  
**ORDER OF ENGAGEMENT**



**Memo No.B2/BPM/ Devanurpudur BO/Dlgs dt at Pollachi 642 001, the 06.06.2022**

1. **Kum.S.Kaladevi**, D/o Shri K.Sivakumar whose Date of Birth is **05.06.1999** and who belongs to 'SC' category/ selected against 'SC' category is hereby engaged as **BPM, Devanurpudur BO** in account with **Pungamuthur SO** under **Udamalpet HO** on regular basis with effect from **01.03.2021 F/N** in the TRCA scale of Rs.12000-29380 Level I. She shall be paid such allowances as admissible from time to time.
2. Kum.S.Kaladevi, D/o Shri K.Sivakumar should clearly understand that her engagement shall be governed by the Department of Posts Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020 as amended from time to time.
3. If these conditions are acceptable to her, she should communicate her acceptance in the enclosed proforma.

अधीक्षक डाक घर Superintendent of Post Offices,  
पोल्लाची प्रखंड Pollachi Division,  
पोल्लाची Pollachi 642 001.

**Regd /AD**

To  
Kum.S.Kaladevi,  
GDS BPM,  
Devanurpudur BO a/w Pungamuthur SO-642 207.

**Copy of this memo is issued to :-**

1. Inspector Posts, Udamalpet sub division, Udamalpet 642126- for infn and n/a.
2. The Postmaster, Udamalpet HO 642 126. The memo of descriptive particulars, Declaration, attestation form, oath of allegiance, Health certificate in original are enclosed herewith along with copy of character & antecedents report, copy of verification report of mark sheet.
3. The SPM, Pugamuthur SO-642 207.
4. The GDS BPM, Devanurpudur BO a/w Pungamuthur SO-642 207.
5. File.

अधीक्षक डाक घर Superintendent of Post Offices,  
पोल्लाची प्रखंड Pollachi Division,  
पोल्लाची Pollachi 642 001.



**PRINCIPAL**  
Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,



# State Street HCL Services



## ARAVINDHAN S K

### 52103525

BLOOD GROUP: B +ve



A handwritten signature in green ink, consisting of stylized loops and a long horizontal stroke.

PRINCIPAL

Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,





March 30, 2023

**DEEPAK A**

Emp No: 20299910

Location: Tamil Nadu

Dear DEEPAK,

**Congratulations!** We are pleased to inform you that you are being redesignated as **Senior Associate w.e.f. November 19, 2022**. Your new designation is based on the assessment of your performance in the organization.

All other terms and conditions of your appointment remain the same.

Thank you for your support and look forward to an equally successful year ahead.

Yours sincerely,  
**for WIPRO LIMITED**

**Priti Kataria**  
**Vice President and HR Head: iCORE**

Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore 560 035, India. Tel: 91-80-28440011 Fax: 91-80-28440212/214 [www.wipro.com](http://www.wipro.com)

Sensitivity: Internal & Restricted



**PRINCIPAL**

Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,



Ms. Harshini Thangavel  
No.19/13, New Harijunar Colony,,  
Samathur, Pollachi,  
Coimbatore,  
Coimbatore - 642123.  
Contact - 9952335803

25-05-2022

SBIL-Mark-94057

Dear Madam,

**Offer Letter: Development Manager**

With reference to your recent interview with us, we are pleased to offer you the position of Development Manager in Grade M8 Level L2. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

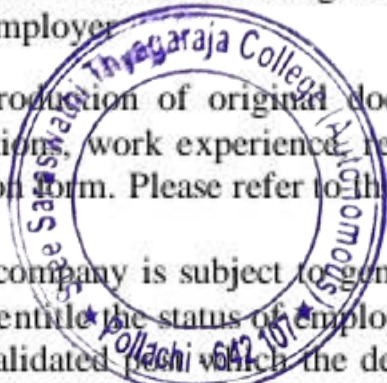
2. Your compensation on Cost to Company basis will be as per details enclosed.

3. Your initial posting will be in Zone 2, Region (Chennai) - COIMBATORE 3. However, the company reserves the right to utilise your services at any other place within or outside the country.

4. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer
- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of documents.

4 (a) Joining in the company is subject to generation of employee code. Merely submitting the Joining Kit does not entitle the status of employee of the company. On receiving the joining kit the documents are validated and then the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.



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Sree Saraswathi Thevaraja College

(Autonomous)

Thippampattu, POLLACHI - 642 107,



# Capgemini



**PAVITHRA K**

46055916



Authorized Signatory

VRN Center No 37, VRN CAMPUS

Bishop Road., Puthur, Trichy - 620017,  
Tamil Nadu, INDIA

Emergency No: 1800 267 4001

PRINCIPAL

Sree Saraswathi Thyagaraja College  
(Autonomous)

Thippampatti, POLLACHI - 642 107,





**TATA CONSULTANCY SERVICES**




**SHANTHINI DEVI  
MANIKANDAN**

Card No 638341

Associate No 1889405



  
PRINCIPAL

Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,

Tata Consultancy Services Ltd  
TCS House, Raveline Street, Fort  
Mumbai 400001, India



# Capgemini



**SHANU S**

Authorized Signatory

Phase2, 26/2 Muthiah Tower,  
William Road, Cantonment,

Trichy – 620001, Tamil Nadu, INDIA

Emergency No: 1800 267 4001

**46054626**



PRINCIPAL

Sree Saraswathi Thyagaraja College  
(Autonomous)

Thippampatti, POLLACHI - 642 107,



# TOPPAN

## ID CARD

Tamil Selvan R

Employee ID : 121562

**TOPPAN MERRILL**

Toppan Merrill Technology Services Pvt. Ltd.

Module No. 103, TIDEL Park, Coimbatore,  
Villankurichi Road, Coimbatore - 641 014



PRINCIPAL

Sree Saraswathi Thyagaraja College  
(Autonomous)

Thippampatti, POLLACHI - 642 107,







Provisional Offer : BUSINESS PROCESS SERVICES  
Ref: TCSL/DT20196009690/Chennai/BPS/BPA  
Date:16/03/2021

Dear Ms. Baby Shalini ,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring career opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of employment.

This offer is based on your profile and performance in the selection process. **We are pleased to inform you that you have been selected for the position of Process Associate in Grade BPO1 at TCSL. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum.**

Kindly confirm your acceptance on the position and compensation offered by proposing your date of joining and signing Annexure 1. If not accepted within 30 days of receipt, this offer is liable to lapse at the discretion of the company.

This is a provisional offer letter and should not be construed as an Offer of Employment from TCSL. A detailed offer of employment will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of Employment will be made to you provided this position continues to be available with TCS.

Your employment with TCSL is subject to your clearing our pre-employment medical tests and Background / Reference check. On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

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TCSL/DT20196009690



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Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,





Yours Sincerely,

For Tata Consultancy Services Limited.

**K Ganesan**  
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the Provisional Letter of Offer Ref No  
**TCSL/DT20196009690/Chennai/BPS/BPA** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:

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TCSL/DT20196009690



**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India  
Ph: +91 44 66164111 Fax 91 44 66164050 E-mail: corporate.office@tcs.com, Website: [www.tcs.com](http://www.tcs.com)  
Registered Office 5<sup>th</sup> Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1999PLC000009

**PRINCIPAL**

2

**Sree Saraswathi Thyagaraja College**  
(Autonomous)  
**Thippampatti, POLLACHI - 642 107,**





Offer: BUSINESS PROCESS SERVICES  
Ref: TCSL/DT20196010420/Chennai/BPS/BPA  
Date: 02/11/2020

Mr. Jayaprakash  
653  
Rajavoor  
S V Mill Post  
Udumalpet-642126  
Tamilnadu  
Tel# -

Dear Mr. Jayaprakash

**Sub: Letter of Offer and Terms of Traineeship**

We thank you for exploring career opportunities with **Tata Consultancy Services Limited (TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of PROCESS ASSOCIATE in Grade BPO1 and your present posting will be at Chennai . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

TCS decision of releasing the Offer of Employment and allowing you to join the organization before completion of your final semester examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the aforesaid condition specified in the Terms of Employment. The status of your course completion with requisite marks will be reviewed periodically. The Management reserves the right to revoke the Offer / Appointment if it is later established that you do not meet the requisite criteria as per TCS Selection Guidelines. Please refer to the "Terms of Traineeship". Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.

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TCSL/DT20196010420



PRINCIPAL

Sarawathi Thyagaraja College  
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Thippampatti, POLLACHI - 642 107,





03-FEB-2021

Letter Of Appointment

To,  
Ms. Nivetha M  
151/3  
Kottur Road  
Near Axis Atm

Dear Ms. Nivetha,

This has reference to our Offer of Employment in TATA Consultancy Services Limited vide TCSL/1429958/MAD/Business Process Outsourcing Services/BPA dated 18-Jan-2021 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Employment accepted by you, we are happy to appoint you as Process Associate in Grade BPO1 with effect from 03-FEB-2021.

Your Associate number is 1935949.

I take this opportunity to extend you a warm welcome to the TCSL Family!

Yours sincerely,  
For TATA Consultancy Services Limited

Rustom Beheram Siganporia  
Head Talent Acquisition - Business Process Services

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India  
91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com  
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

TCS Private & Confidential



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Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107.





Provisional Offer : BUSINESS PROCESS SERVICES  
Ref: TCSL/DT20196009665/Chennai/BPS/BPA  
Date:16/03/2021

Dear Ms. Pavithra ,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring career opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of employment.

This offer is based on your profile and performance in the selection process. **We are pleased to inform you that you have been selected for the position of Process Associate in Grade BPO1 at TCSL. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,40,999/- per annum.**

Kindly confirm your acceptance on the position and compensation offered by proposing your date of joining and signing Annexure 1. If not accepted within 30 days of receipt, this offer is liable to lapse at the discretion of the company.

This is a provisional offer letter and should not be construed as an Offer of Employment from TCSL. A detailed offer of employment will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of Employment will be made to you provided this position continues to be available with TCS.

Your employment with TCSL is subject to your clearing our pre-employment medical tests and Background / Reference check. On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited  
6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India  
Ph.: 91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC000001

**PRINCIPAL**

**Sree Saraswathi Thyagaraja College**  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,







Yours Sincerely,

For Tata Consultancy Services Limited.

**K Ganesan**  
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

For the candidate to complete:

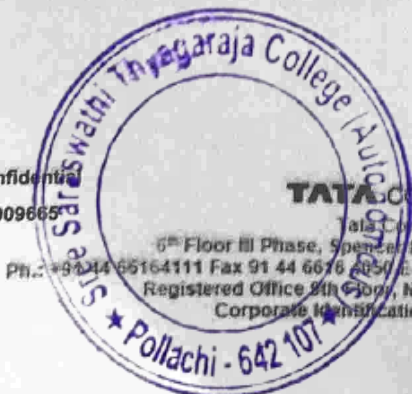
This is to confirm that I have received the Provisional Letter of Offer Ref No  
TCSL/DT20196009665/Chennai/BPS/BPA on \_\_\_\_\_ (DD/MMM/YYYY).

Signature:

Name:

Date:

Private and Confidential  
TCSL/DT20196009665



**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph: +91 44 66164111 Fax 91 44 6616 4850 e-mail: corporate.office@tcs.com

Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781

**PRINCIPAL**

**Sree Saraswathi Thyagaraja College  
(Autonomous)**

**Thiupampatti, POLLACHI - 642 107,**



Confidential

R33555/TA/0784

December 19, 2021

**Mr. Dinesh Kumar P**

No: 45A/2, West Street,  
Pungamuthur,  
Dindigul – 624 617.

Dear Dinesh Kumar,

Sub: Offer letter.

With reference to your application for the post of **Associate - XBRL** and the subsequent interview you had with us, we are pleased to offer you the above post at our office in **Tidel Park, Coimbatore**. on the following terms & conditions.

1. You will be on probation for a period of six months from the date of joining. Confirmation and permanent placement with the Company is contingent upon your successful completion of this Probationary Period. The Company at its sole discretion may extend the probationary period based on your performance for a further period of six months or such lesser period as the Company may deem fit at its discretion. Please note that the stipulations herein are without prejudice to (i) the right of the Company to terminate your probation including extension thereon if any, at any point of time by giving 30 days notice or pay in lieu thereof or (ii) in deserving cases reduce or waive the probation period, at the discretion and sole judgement of the Company.
2. Upon accepting this offer of employment on probation, you hereby irrevocably authorize Toppan Merrill Technology Services Private Limited to conduct Reference Check & Background verification.
3. **a)** Your Total CTC Emoluments during your probationary period as well as confirmed employment, if any, will be **Rs. 2,65,078/- (Rupees Two Lakhs Sixty Five Thousand and Seventy Eight only)** per annum, on cost to the company basis. (Refer Appendix – A for details of your compensation structure)

**(b)** In addition to the above you may be eligible for insurance coverage (Medical) and other statutory benefits as may be applicable to personnel placed in your band/level, as per rules and regulations of the company in force from time to time.

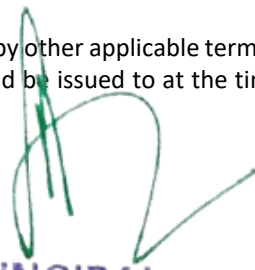
**(c)** Your probation as well as confirmed employment, if any, shall be additionally governed by other applicable terms and conditions of the Company as would be contained in your appointment letter which would be issued to at the time of joining your service

ATP STP UNIT:  
Unit No. 3, 10th Floor, Pinnacle Building  
Ascendas International Technology Park  
CSIR Road, Taramani, Chennai 600 113  
+91 44 4397 1300

Offer letter of Dinesh Kumar

Page 1 of 2



  
**PRINCIPAL**  
Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampattu, POLLACHI - 642 107,  
TIDEL SEZ UNIT:  
Unit No. 103, TIDEL Park Coimbatore Limited  
ELCOT SEZ II/ITES, Villankurichi Road  
Aerodrome Post, Coimbatore - 641 014  
+91 422 665 7400



4. Notwithstanding the above and notwithstanding your acceptance of this offer letter, please note that your appointment shall be strictly subject to (a) satisfactory report having been received by the Company in respect of reference check and background verification, from an independent agency appointed by the Company and (b) your providing all the joining documents, in original, on the date of your joining as prescribed in Appendix – C to this letter, prior to issuance of the Appointment Letter. Besides, this offer letter shall be valid till **December 20,2021**. only and in absence of any response from your end reaching the Company by that date, it shall stand automatically cancelled.

If the above conditional offer is acceptable by you, you are requested to confirm the same by email / courier by attaching / enclosing a duly signed copy of this Letter of Offer and indicating your probable date of joining, so as to enable us to proceed further in this regard.

All matters are subject to exclusive jurisdiction of courts at Chennai only.

Please revert in case of any clarification.

Sincerely,

For Toppan Merrill Technology Services Private Limited,



**Mahesh Balaji D.S**  
Vice President - Human Resources

**Read, agreed, accepted and confirmed**

**Name:**

**Signature:**

**Date:**

**Place:**

Offer letter of Dinesh Kumar



**PRINCIPAL**  
Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,



# Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018

#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002

No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014



Dear **Suryadevi Selvaraj**

**Sub:** Letter of Appointment

We are pleased to confirm your offer for the position of Online Tutor with a start date from 22-Mar-2022 on the following terms and conditions:

Your total compensation will be **Rs. 210000/- (Two Lakh Ten Thousand Only)** per annum on the Cost to the Company (CTC). A detailed breakdown of your CTC is set out in Annexure 1.

In addition, a one-time training stipend of **Rs. 8000/- (Eight Thousand Only)** will be paid to you along with your **2nd-month salary**.

Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time. Your services are liable for transfer / deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.

By signing this document, you agree to be associated with the Company for a minimum period of 1 year from the Date of Joining. If you want to opt for an earlier separation for any reason, you can do so by paying a minimum of two-month gross salary drawn by you at the time of separation. After completion of your one year of service, if you want to opt for separation, you can do so by issuing a two-month notice to the Company.

You will be on probation for 6 months, after which you will receive a confirmation letter based on your performance. During the period of your probation, this contract can be terminated either by the company without any notice or by you with a one-month notice to the Company. The Company also reserves the right to extend the probation period.

During the period of your tenure with the company, you will not engage yourself in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.

Please produce the softcopies of your school leaving and degree certificates at the time of your joining for our verification. In case you are joining from another Company, please bring a copy of your service certificate and the relieving letter. The "Employment Agreement" of the company currently in force, and as amended from time to time, will govern you. You will sign a "Non-Solicitation and Confidentiality Agreement" and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per the Company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with / without assigning any reasons thereof.

The Company in due course will advise you to enroll yourself in NSR (National Skill Registry) and you are required to do so within the time frame provided for the purpose.

Kindly sign the copy of this letter and return it as token of your acceptance. We look forward to welcoming you into our family for a long, mutually beneficial and enriching experience.

**Thank You,**

**Yours sincerely,**

**For Focus Edumatics Private Limited,**

I have read the terms and conditions as per the Letter of Appointment issued to me and accept the same and have joined duty with effect from **22-Mar-2022**.

Mary

**Authorised Signatory**

**HR Signature**

**Date :**

**Place :** Coimbatore Trichy Road



**Name :Suryadevi Selvaraj**

**PRINCIPAL**

**Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,**

**Employee Signature**



# Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018

#978, Raj Chambers, 1st and 2nd Floor, Thadagam Main Road, R S Puram West, Coimbatore - 641002

No.4, DVP Towers, Kalapatti Main Road, Nehru Nagar West, Civil Aerodrome Post, Coimbatore - 641014



## EMPLOYMENT AGREEMENT

Agreement made on this day of 22-Mar-2022 by and between Focus Edumatics Private Limited., Coimbatore and Suryadevi Selvaraj

In consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**1. Term of Employment:** Subject to the provisions of Paragraphs 5 and 7 herein, the Company hereby agrees to employ the Employee and the Employee hereby agrees to be employed by the Company commencing on 22-Mar-2022.

**2. Salary:** The Company shall pay Employee salary and benefits as per letter of appointment for the services of the Employee, payable at regular payroll periods.

**3. Employee Restrictions:** The employee shall not use office address as his personal address for communication by his credit card issuer or his bankers or his telephone/mobile phone service provider, insurance etc., or for his any other personal obligations/engagements/subscriptions or in any other manner whatsoever. The employee agrees to and thereby indemnifies the company for any costs incurred to protect itself from any claims or suits arising out of misuse/default of these terms and conditions in any manner.

**4. Duties and Position:** The Company hires the Employee in the capacity of "Online Tutor" and the Employee's duties may be reasonably modified at the Company's discretion from time to time and depending upon the performance of the employee.

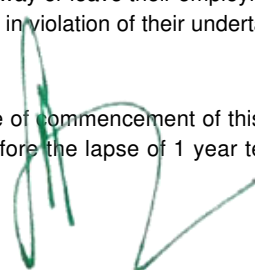
**5. Non Disclosure:** The Employee acknowledges that the Company maintains and continues to maintain and use commercially valuable proprietary personal, financial, technical and non-technical information, which is vital to the success of the Company's business. The Company employs the Employee in a capacity in which he may become acquainted with such information and in order to guard the legitimate interest of the Company, it is necessary to protect such information by holding it secret and confidential. Therefore the Employee will at no time during the period of his employment with the Company or at any time thereafter, disclose or provide such information to any other individual, company or corporation. Any disclosure of confidential information will be considered, as criminal breach of trust and legal action will be taken accordingly.

**6. Inventions:** It is hereby, expressly agreed that any process or procedure or invention or software package /module/application/innovation developed or improved or modified in any way whatsoever, by the employee while being in employment with Focus Edumatics, shall always remain intellectual property of the company and the employee shall not claim any right on the same nor shall divulge or disclose the new findings or developments or modifications described above and shall be bound by the above terms in respect of such invention or development of any nature whatsoever. It is never the intention of the employee to claim any IPR or patents or trademarks for any work developed/invented or improvised/modified while in employment with Focus Edumatics.

**7. Non-Solicitation:** The employee acknowledges that other employees of the company are important for the business of the company and undertakes that during the employment and for a period of three years after the termination of employees employment with the company, he/she will not approach, influence, induce, suggest, tempt the other employees of the company to break away or leave their employment with the company for any reason whatsoever and any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

**8. Term and security:** The Employee has agreed to work for a minimum term of 1 year from the date of commencement of this agreement. Should you quit the company or get terminated for breach of Company's Moral Code of Conduct before the lapse of 1 year term then the Employee shall compensate with 2 months of gross salary drawn.



  
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# Focus Edumatics Private Limited

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**9. Termination:** Upon termination of employment, the Employee will forthwith deliver to the company all literature, documents, data, order forms, pricelists, memoranda, correspondence, customer and lists, records, parts, equipments, manuals, materials, samples, sales invoices, cards, computer programs, records and information acquired of the company or coming to the knowledge and custody of the Employee in connection with the Employee's activities as an Employee of the Company. The appointment letter governs the condition of termination with and without causes.

**10. Assistance in Litigation:** The Employee shall, upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.

**11. Effect of Prior Agreements:** This agreement supersedes any prior agreement between the Company or any predecessor of the Company and the Employee, except that this agreement shall not affect or operate to reduce any benefit or compensation inuring to the Employee of a kind elsewhere provided and not expressly provided in this agreement.

**12. Limited Effect of Waiver by Company:** The failure of the Company to insist upon strict performance of any of the provisions of this agreement shall not be construed as a waiver of any subsequent breach of the same or similar nature.

**13. Severability:** If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect. If this agreement is held invalid or cannot be enforced, then to the full extent permitted by law any prior agreement between the Company (or any predecessor thereof) and the Employee shall be deemed reinstated as if this agreement had not been executed.

**14. Benefits:** This agreement shall be binding upon and inure to the benefit of the Company's successors and assignees.

**15. Confidentiality Contract:** The Confidentiality Contract attached hereto is incorporated by reference.

**16. Entire Agreement:** The foregoing agreement represents the entire agreement between the parties, and all representations, agreements, contracts and undertakings prior to or contemporaneous with the execution of this agreement are merged herein. This agreement may be modified, amended or extended only by an agreement in writing, signed by both parties, with the same formality as this agreement.

## For Focus Edumatics Private Limited

I have read the preceding employment agreement, and the ramifications of this agreement have been fully explained to me and understood by me. I further agree, without reservations, to adhere to this agreement.

Mary

Authorised Signatory

HR Signature

Date :

Place : Coimbatore Trichy Road

Name :Suryadevi Selvaraj

Employee Signature



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## NON - SOLICITATION AND CONFIDENTIALITY AGREEMENT

### A. Confidential Information:

1. I agree and acknowledge:

- (a) That in the course of and as a consequence of my employment with the Company and because of the nature of my responsibilities I will have access to and will be entrusted with Confidential Information (as defined below) concerning the Company's business;
- (b) That I will occupy a position of trust and confidence with respect to such Confidential Information;
- (c) That the Company entrusts me with Confidential Information in reliance on a confidential relationship arising out of my employment with the Company and my execution of this Agreement; and
- (d) That such Confidential Information that I may acquire or to which I may have access is of great value to the Company.

2. I will not, during my employment or thereafter, remove or transfer physically, electronically, or in any other way any Confidential Information, directly or indirectly, (or any copy thereof) from premises or property owned, used, or leased by the Company, except:

- (a) As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
- (b) If I have received advance written consent from the Reporting Manager of the Company. Upon any termination of my employment, all documents and electronic files containing Confidential Information (including all copies) and all Company property will be turned over immediately to my manager or other designate authorized by the Company, and I shall retain no copies thereof.

3. I agree that, during the course of my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, for my own or another's benefit, use, make known or divulge any Confidential Information, except:

- (a) As is required in the course of my duties for the Company and as is necessary for me to perform my duties; or
- (b) If I have received advance written consent from the Reporting Manager or other designate authorized by the Company.

### B. Competitive Restrictions:

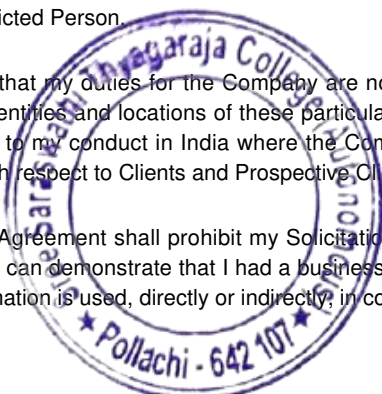
1. I agree that, during my employment with the Company, I will not directly or indirectly, nor will I assist anyone else to, engage in any activity that is competitive with the Company or any of its subsidiaries or affiliates.

2. I agree that, during my employment with the Company and after I cease to be employed by the Company for any reason, I will not, directly or indirectly, except as authorized by the Company in the course of my duties for the Company:

- (a) Provide, or directly assist in the provision of, any Competitive Services or Products to any Client or Prospective Client (as defined below);
- (b) Solicit, or directly assist in the Solicitation of, any Client or Prospective Client; or
- (c) Solicit, encourage, advise, induce or cause any Restricted Person (as defined below) to terminate his or her employment or engagement with the Company, or provide any assistance, encouragement, information, or suggestion to any person or entity regarding the solicitation or hiring of any Restricted Person.

3. I acknowledge that my duties for the Company are not confined to any specific geographic area. Rather, my duties pertain to particular clients, and the identities and locations of these particular clients may change from time to time. I therefore agree that the restrictions in this Agreement attach to my conduct in India where the Company has carried out business/service in which I have been materially involved or concerned and with respect to Clients and Prospective Clients wherever they may be located after I cease to be employed by the Company.

4. Nothing in this Agreement shall prohibit my Solicitation of or my providing Competitive Services or Products to any Client or Prospective Client with whom I can demonstrate that I had a business relationship prior to the start of my employment with the Company, provided that no Confidential Information is used, directly or indirectly, in connection with that Solicitation or provision of Competitive Services or Products.



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## C. Work Product:

1. Any work product, inventions, methods, processes, software, procedures, improvements, property, data, documentation, information or materials that are prepared, conceived, discovered, reduced to practice, developed or created by me, either jointly or severally, during, in connection with, for the purpose of, related to, or as a result of any work I performed for the Company, the business/service of the Company, or the Company's actual or demonstrably anticipated research or development (the "Work Product") shall be owned exclusively and perpetually by the Company. I agree to disclose promptly all Work Product to the Company.

I hereby unconditionally and irrevocably transfer and assign to the Company all right, title and interest (including all patent, copyright, trade secret and any other intellectual property rights) that I currently possess during the tenure of my employment by operation of law or otherwise in or to any Work Product. I acknowledge that all Work Product that may be copyrighted shall be deemed, to the extent permitted by law, "First ownership" as defined in the Indian Copyright Act, 1957 (or equivalent local legislation as applicable), I agree to waive all rights (including "moral rights") in all Work Product, and I further agree to and hereby assign to the Company all of my right, title and interest (including copyright) in the Work Product. Nothing in this Agreement shall be construed to grant the Company any interest in materials that I prepared, conceived, discovered, reduced to practice, developed and created entirely on my own time and for which no equipment, supplies, facilities, resources, or trade secret information of the Company was used, unless those materials relate to the Company's business (including the Company's actual or demonstrably anticipated research or development) or result from any work that I performed for the Company.

2. If I am authorized by the Company to the extent that any document or other filing can be prepared or filed in order to perfect, evidence or register any transfer as referenced in paragraph C.1 above, then I will, at the cost of the Company, sign and otherwise assist with any such document or filing (and any steps related thereto) as the Company considers desirable.

## D. Definitions: For purposes of this Agreement:

"Company" means Focus Edumatics Private Limited., its successors, and any and all subsidiaries or other affiliates (or any of their successors) as to which I perform services, or have access to Confidential Information, during my employment. For purposes of this Agreement, the term "affiliate" means any entity that owns or controls, is owned or controlled by, or that is owned or under common control with Focus Edumatics Private Limited.

1. "Competitive Service or Product" means any service or product that satisfies both of the following criteria:

(a) Is the same or substantially similar to or competitive with any service or product that the Company provided to its clients during my employment by the Company, and

(b) Is one as to which I had material involvement or access to Confidential Information at any time during the period of twelve (12) months prior to the termination of my employment with the Company.

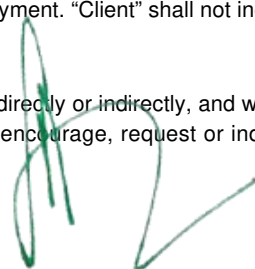
2. "Client" means any person or entity to which the Company provided Competitive Services or Products, and with which I had contact or about which I had access to Confidential Information, during my employment. "Prospective Client" means any person or entity to which the Company provided, or from which the Company received, a proposal, bid, or written inquiry (general advertising or promotional materials and mass mailings excepted) for the Company to provide Competitive Services or Products and with which I had contact, or about which I had access to Confidential Information, and with whom the Company has been engaged in negotiations, during my employment. "Client" shall not include any person or entity that acted only as a referral source for the Company during my employment.

3. "Solicit" and "Solicitation" (with respect to Clients Employees or Prospective Clients Employees) means directly or indirectly, and without the Company's written authorization, to invite, encourage, request, or induce (or to assist another to invite, encourage, request or induce) any Client or Prospective Client and Employees':

(a) Surrender, redeem or terminate a product, service or relationship with the Company;

(b) Obtain any Competitive Service or Product from me or any third party; or



  
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# Focus Edumatics Private Limited

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(c) Transfer a product, service or relationship from the Company to you or any third party.

(d) Influence, induce, coerce, suggest, tempt other employees of the company to quit the company for any reason whatsoever.

NOTE: Any act knowingly or unknowingly committed by the employee in violation of their undertaking, will be entitled for legal, civil and criminal claims from the company.

4. "Confidential Information" means all information regarding the clients of the Company, or regarding the current or planned business of the Company, which has not been made generally known to the public by authorized representatives of the Company, whether created or supplied to me by the Company or compiled by me in the course of my duties for the Company, including but not limited to:

- Client information, such as client lists (in any form) and other non-public personal, business, financial, or other information regarding the clients or prospective clients of the Company, such as the identities of clients and prospective clients (including names, addresses, phone numbers, email addresses, and PAN or Aadhaar numbers or other Government-issued identification numbers), information regarding clients' accounts, their borrowings, their financial needs, their current or proposed transactions, their investment preferences and/or history, contract terms, client files, all internal analyses of clients and/or their accounts or investments, and all other information regarding clients that the client or applicable law designates as private or confidential;
- Corporate strategies, and business, marketing and/or strategic plans;
- Business procedures and methods, computer data, software, and system designs of the Company;
- All personnel files and information and any lists of employees, vendors, or independent contractors of the Company; and
- All information for which the Company has a legal or contractual obligation to treat as confidential. Confidential Information does not include information which has become available to the public generally (otherwise than as a result of any breach by me of any obligation owed by me to the Company).

5. "Restricted Person" means any person of Manager level or above who provided services to the Company (whether as an employee, agent, independent contractor, or otherwise) during my employment with the Company, and with whom I had material business-related contact, about whom I had access to confidential personnel information, or for whom I had direct or indirect supervisory responsibility, during my employment with the Company.

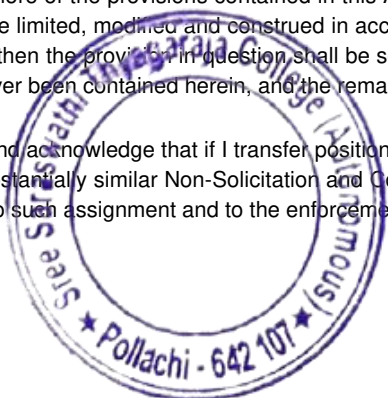
## E. Notice and Other Agreements:

1. If for any reason I decide to leave the Company, I agree that I will provide written notice of my intention to leave as provided in my contract of employment unless otherwise it is relaxed by the Reporting Manager (in writing). I agree that the Company may contact my prospective employer regarding my obligations under this Agreement.

2. I recognize that the restrictions set forth in this Agreement are reasonable in scope, including as to time, geography, and the nature of the activities they prohibit, and that they are no more extensive than is necessary in order to protect the legitimate interests of the Company. I further recognize that the Company will suffer immediate and irreparable harm as the result of any breach of such restrictions and that monetary damages will not be adequate to compensate the Company for such breach. I understand that the Company may seek injunctive relief, in addition to monetary damages, to enforce those restrictions. I acknowledge that the period of the restrictions in this Agreement shall be reduced by any period of garden leave exclusion to which I may be subject under my contract of employment with the Company.

3. If any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, it shall be limited, modified and construed in accordance with applicable law as it then shall appear, and if such modification does not or cannot occur, then the provision in question shall be severed, this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein, and the remainder of this Agreement shall be enforceable and binding upon the parties.

4. I understand and acknowledge that if I transfer positions or locations between or among Focus' subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns.



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This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

for Focus Edumatics Private Limited.,

Mary

Authorised Signatory

HR Signature

Date :

Place : Coimbatore Trichy Road

Name :Suryadevi Selvaraj

Employee Signature



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## COMPENSATION AND BENEFITS

Name :Suryadevi Selvaraj

Date Of Joining : 22-Mar-2022

Designation : Online Tutor

Location : Coimbatore Trichy Road

Salary Heads	Monthly	Yearly
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### A. Monthly Earnings

Basic	9431	113172
House Rent Allowance	3772	45264
Conveyance	1333	15996
Statutory Bonus	786	9432
<b>Monthly Gross Earnings (A)</b>	<b>15322</b>	<b>183864</b>

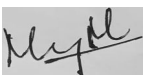
### B. Monthly Deduction

EPF Employee Share	1132	13584
ESI Employee Share	115	1380
Professional Tax	208	2496
<b>Total Deductions ( B )</b>	<b>1455</b>	<b>17460</b>
<b>Net Salary ( A – B )</b>	<b>13867</b>	<b>166404</b>

### C. Statutory/Other Share of Employer

EPF Employer Share	1226	14712
ESI Employer Share	498	5976
Gratuity	454	5448
<b>Statutory Total (C)</b>	<b>2178</b>	<b>26136</b>
<b>Total CTC ( A + C )</b>	<b>17500</b>	<b>210000</b>

- All Salary components are calculated on pro rata basis.
- Payment of perquisites, allowances and reimbursements any other salary payments shall be subject to provisions of Income Tax, Professional Tax and any other statutory deductions as applicable in accordance with the laws prevailing from time to time. Professional Tax will vary from state to State as per the prescribed slab and will be deducted monthly in Karnataka &Panjab and where as in Tamil Nadu it is half yearly deduction.
- The Employer Shares are invisible in the Payslip, as these are not a Directly Payable Components to the employees.
- Gratuity is Payable to the employees who have completed 5 years of continuous Service on Payroll and is paid at the time of separation.

  
HR Signature



  
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Thippampatti, POLLACHI - 642 107,  
  
Employee Signature



**Sub: Letter of Appointment**

**Dear Shanmuka Keerthi,**

With reference to your application for employment and subsequent interview, we are pleased to appoint you with **African Press Organization**, as per the following understanding:

**COMMENCEMENT DATE**- This appointment will commence on **12th December 2022**.

**DESIGNATION – Editor**

**COMPENSATION** – Your total Cost to Company will be **50,000 INR per month**.

Your detailed employment contract is enclosed herewith separately for your perusal (titled “OPERATIONS AGREEMENT”).

We welcome you and look forward to a long and mutually beneficial association.

Yours truly,

**For African Press Organization  
(AUTHORIZED SIGNATORY)**



Nicolas POMPIGNE-MOIGNARD



**PRINCIPAL**

**Sree Saraswathi Thyagaraja College  
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Thippampatti, POLLACHI - 642 107,**



**Ms. Shanmuka Keerthi,**  
1/52 Vinayagar koil st,  
Makkinampatti, Pollachi -642003, India

This Editor agreement entered into on 12<sup>th</sup> day of December 2022 between **African Press Organization**, a Company incorporated in Senegal having its registered office at Voie du Chariot 3, 1003 Lausanne, Suisse (Hereinafter called the "Company" of the FIRST PART) and **Ms. Shanmuka Keerthi**, a citizen of India, and residing at, Address: 1/52 Vinayagar koil st, Makkinampatti, Pollachi -642003, India. (Hereinafter called "the Editor" of the SECOND PART). WHEREAS the Company is engaged in the business of Press Releases and Media Relations;

AND WHEREAS the Editor– has 2 years and 2 months of prior work experience.

AND WHEREAS the Company has requested the Editor- to render to the Company Consultancy Services and other related services to which the Editor has agreed;

AND WHEREAS the parties hereto are desirous of reducing the term and conditions of this agreement in writing;

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS: -

#### 1. Duties

- 1.1. The Company hereby appoints the Editor to render her services in the field of Operations, and to give the benefit of organizational, commercial and technical knowledge, human resource and supervisory capabilities and, experience and skill in the said field.
- 1.2. The Editor shall ensure that the Company's work being performed adheres to expected standards and progresses smoothly and efficiently. She will, in the course of her work, have to perform and ensure the following:
  - Maintenance of a high level of efficiency, quality and productivity in the work being performed by the Company.
  - Maintenance of best work practices.
  - Learn, incorporate and develop the project.

#### 2. Editor Work Premises

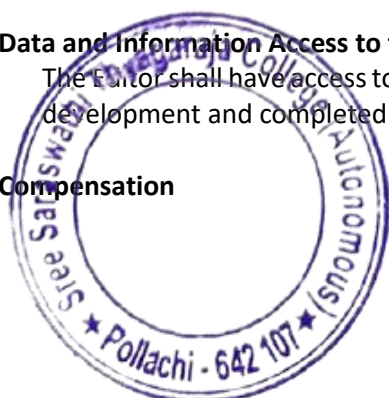
The Editor shall operate out of home as the company now follows a "work from home environment". She shall be provided with all basic amenities including but not limited to:


- 2.1. A desktop/laptop equipped with the company's internet connection, and connected to the company's Virtual Private Network, Data Servers, Cloud services or subscription
- 2.2. Basic utilities and easements in the office premises,

#### 3. Data and Information Access to the Editor

The Editor shall have access to databases, under-development and completed projects, under-development and completed deliverables, testing facilities and equipment etc.

#### 4. Compensation



  
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The Company shall pay to Editor, as compensation for the services to be rendered, the sum of 50,000 INR per month for months actually worked. This fee shall be payable monthly on the 25th towards the end of every monthly period. The amount of consulting fee may be subject to revision as may be determined by the Company from time to time.

#### **5. Independent Contractor Status**

The Company shall not withhold any funds from Editor for tax or other governmental purposes, and Editor shall be responsible for the payment of same.

#### **6. Covenant of Nondisclosure**

Consultant shall not, at any time during or after the term of this Agreement, in any manner, either directly or indirectly, divulge, disclose, or communicate to any person, firm, corporation or other entity, or use for her own benefit or for the benefit of any other person, firm, corporation or other entity.

#### **7. Confidentiality and IPR Protection**

**8.1** The Editor may in course of her engagement acquire knowledge about confidential and/or proprietary information related to operations, products and services of the Company and its clients. The Editor agrees that she shall not disclose any such information or knowledge, received or witnessed, whether in writing or otherwise.

**8.2** The Editor also agrees that the terms and conditions applying to her engagement are strictly confidential. Any disclosure of these terms and conditions to third parties constitutes a breach of this Contract. The provisions of this clause shall survive termination of this agreement for whatsoever reason.

#### **8. Termination**

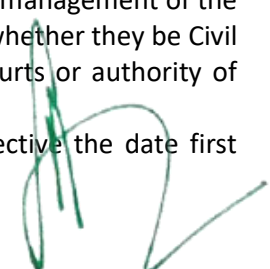
The management of the Company may terminate the Consultant's services by giving her one month's written notice or one month's engagement fee in lieu thereof without assigning any reasons.

The notice period will be one month on the part of the Company as well as the Consultant, unless agreed upon otherwise by mutual consent of these two parties.

#### **9. GOVERNING LAW AND JURISDICTION**

This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and the management of the Company will be subject to exclusive jurisdiction of courts of Bangalore whether they be Civil or Criminal Courts, Labour Courts, Industrial Tribunals or any other courts or authority of whatsoever nature.

IN WITNESS WHEREOF, the parties have executed this Agreement effective the date first written above.



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---

Shanmuka Keerthi  
Editor

African Press Organization

A handwritten signature in black ink, appearing to read 'Nicolas Pompidu-Mognard'.

Nicolas POMPIDU-MOGNARD

---

Nicolas Pompidu-Mognard  
CEO

A handwritten signature in green ink, appearing to be a stylized 'A' or 'B'.

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**KBS Steels**

Authorised Dealer

SF No: 131-A, Sivasakthi Nagar, Dindigul Main Road,

Thanthoni Malai, Karur - 639005.

Cell : +91 96777 21112

**TATA  
TISCON**

JOY OF BUILDING

19/12/2023

Btlth: 2020 onwards

No  
Department of English literature  
Sree college  
pollachi

Reg : Verification of Employment for Mrs Shapna

This letter is Confirmation that Shapna  
has been Employed with KBS Steels Since  
December 2020, Currently Shapna holds

- \* The title of billing Staff
- \* Works on a full time basis

If you have any questions or require any  
additional information, you may Call (or) Email me  
using the information below.

Best regards

B. Boopalan.

Proprietor

9500900555

Beck's Boopalan @ g.mail.com

For KBS STEELS

*(Signature)*  
Managing Partner



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**ALLWIN PIPES**

GSTIN: 33AAAF6625AG1716

196/1 & 196/1, 2B, Thendipalayam Road  
Vayampalayam, 630 054, Erode (Tamil Nadu)  
+91 94820 50992 +91 95473 23423  
info@allwinpipes.com www.allwinpipes.com

To

Date April-24-2023

Mr. Rajesh Kumar, M.  
4111, Veethampatty, V.Velur(po),  
Udumalpet(TK),  
Tiruppur - 642202.

Subject: Appointment Letter for the position of Sales Officer – Drip Division.

Dear Mr. Rajesh Kumar, M,

We are writing this letter to confirm your appointment as Sales Officer – Drip Division Head quarter at Negamam for our organization M/s. ALLWIN PIPES. You are required to take over the role of Sales Officer– Drip Division w.e 24th April 2023 and reporting to Regional Manager- Drip Division.

You will be on probation for a period of three months during which you will be reviewed for good performance. On successful completion of the three months period, you will be confirmed in the services being offered to our company as a Sales Officer– Drip Division.

During the probation period you are not permitted to quit our company and in case you wish to do so then you will have to pay our company one month's salary along with a notice period of one month. This rule will not be relaxed under any circumstances as it is a company policy.

You need to send back a signed copy of this letter to our company at the earliest in order to indicate your acceptance of the job offer.

Please feel free to contact the undersigned for any clarification or further information regarding your job offer.

Yours Sincerely,

For Allwin Pipes



Accepted

Date of Joining

Toll Free Number: 1800 425 6599

Key & Export:

• Pipe Moulds Water Tanks & Bore • Iron Moulds Water Tanks • HDPE Pipes • Drip Lateral & Emitters Components  
• Drip Net, Control and Valves Pipes • Lateral Pumping Pipes • Irrigation Control Pipes • Lateral Pipes • Drip Net Pipes



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Candidate ID:4198994 /565004,

Date of Joining:12/31/2020,

Joining Location:Trichy IN,

Designation:Associate.

Dear Premalatha Raja ,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.


1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 9:00 am at Trichy IN office, for joining formalities as per the address mentioned below:

Address

VRN Center No 37, VRN Centre,  
Bishop Road,Puthur, Trichy – 620017  
<https://goo.gl/maps/jmHTzZwXetMrRm9d8>



  
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Page 1 of 23



Infosys



Vijaykumar S

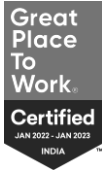
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## Letter of Offer

04<sup>th</sup> May 2022

**Ramya Prabha Rajasekaran.**  
**Coimbatore**

### RE: Letter of offer of employment

Dear Ms. Ramya Prabha Rajasekaran,

This refers to your application for employment with CareerNet Technologies Pvt. Ltd. and your subsequent interview for the same. We are pleased to offer you an employment with CareerNet Technologies Pvt. Ltd. as an **Associate Consultant** at **Level 1** at our **Bangalore** office.

### Joining Date and Salary

You are required to report to duty on **06<sup>th</sup> May 2022**. Your yearly TCTC on joining CareerNet Technologies Pvt. Ltd. is **3,00,005/-**. The break-up of your salary is given in Annexure1.

### Training & Probation Period, Confirmation

You shall serve a probationary period of Three months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment, in the event that your performance is not up to the expectation.

### Place of work and mobility

You shall be currently based in **Coimbatore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.

### Non-Disclosure and Intellectual Property Rights

As a condition of your employment, you will be required to sign the Company's standard form of employee nondisclosure and intellectual property assignment agreement at the time of your joining.

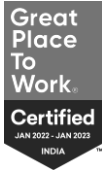
The company retains ownership of the intellectual property rights relating to copyrights concerning work undertaken while in the employment of the company.

Corporate Office: CareerNet Technologies Pvt. Ltd., Plot No.53, Kariyamma Agradhara Road, Devarabeesanahalli,  
Outer Ring Road, Bellandur Post, Bengaluru 560103  
Ph: 080 6656 0000  
www.careernet.in



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## Termination & Notice period

### Termination by the company

The company may terminate your services with or without cause under the following conditions:

With Cause: The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the Employee; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of 7 days or more consecutive days without due consent or notifying your superior officer; (7) providing any false information to the company;

Without Cause: In the event that the employment is terminated without Cause, the Employee will be provided with a 60 days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 60 days, calculated on the basis of the last gross salary.

### Resignation by Employee:

If you wish to leave the services of the Company, a clear written notice of 60 days has to be given to the Company. This clause will be applicable only after successful completion of probation. During probation period prior notice of 15 days is required. In case you resign within three months of your joining, training cost incurred by the organization to an extent of Rs. 15000 would be recovered from you.

In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire part of the notice period.

## Background Check

The company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished false information or have concealed/suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

Corporate Office: Careernet Technologies Pvt. Ltd., Plot No.53, Kariyamma Arahara Road, Devarabeesanahalli,  
Outer Ring Road, Bellandur Post, Bengaluru 560103  
Ph: 080 6656 0000  
www.careernet.in



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### **Company Properties in your possession**

You are expected to take proper care of company properties entrusted to you by the company. In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

### **Change of Address**

Any change of residential address should be intimated to the HR department in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless otherwise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

### **Annual Leave**

After successful completion of your probation period, you shall be entitled to Annual leave accordingly to Company rules. The company's holiday year runs from the first day of January to the last day of December in the calendar year. Further details could be taken after your joining the organization.

Employees with less than 1 year's service receive a proportional amount of annual leave entitlement.

### **Professional Commitment:**

All employees are required to comply with Company policies, which shall be communicated to you shortly. These include those related to nondiscrimination, sexual harassment, confidentiality and non-disclosure, board memberships and inside information. Such Company policies shall be available with the HR Department and you are expected to keep yourself apprised of the same from time to time.

### **Rules & Regulations**

Your work in the company will be subject to the policies, rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, employment and all other matters. In addition to the above, all other policies, rules and regulations as maybe in operation at the time of your accepting the appointment with the company as maybe amended or altered from time to time at the discretion of the Company will apply to you.

### **Alternative Employment:**

Please note that you are restricted from accepting any other employment or carry on any other commercial activity while engaged by us, without our prior specific written approval.

In addition you agree that, while employed with the Company, you shall not perform work or provide services similar to those provided by you to the Company (including

Corporate Office: Careernet Technologies Pvt. Ltd., Plot No.53, Kariyamma Agrahara Road, Devarabeesanahalli,  
Outer Ring Road, Bellandur Post, Bengaluru 560103  
Ph: 080 6656 0000  
www.careernet.in



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as employee. independent contractor, consultant. principal, agent. director, joint venture, partner, trustee, beneficiary), directly or indirectly, for any person or entity that competes with the business of the Company.

Further, you shall not either directly or indirectly engage with any of the suppliers, service providers of the Company or earn any separate profit or interest from them. You are also prohibited to receive any kind of benefit in cash or kind directly or indirectly from any of the vendors/service providers.

### **Post Employment:**

You will not, for the period of your employment with the company and the Restraint period (i.e., the period of 12 months from the date of the cessation of employment with the company):

- a) Canvass, solicit or endeavor to entice away from the company any client or customer(s) of the company, or any person (s), who at any time during your employment, where or are clients or customers of the company, or were in the habit of dealing with the company;
- b) Solicit, interfere with, or endeavor to entice away any employee of the company; or
- c) Counsel, or otherwise assist any person to do any of the acts referred to in Paragraphs (a) and (b) of this clause.
- d) Seek direct or indirect employment with any client organization with whom you have worked during a period of 12 months preceding your cessation of employment. You will sign a declaration, with mention of all such clients, at the time of leaving the organization.

### **Representations & Warranties:**

By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.

You acknowledge that the restraints contained herein are reasonable in all the circumstances of your employment, and you agree that they are necessary for the protection and maintenance of the Company and its business. You also acknowledge that the Company shall be entitled to seek an order for specific performance or injunctive or other equitable reliefs in case of your failure to observe or a breach by you of any of the restraints herein.

You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. This offer is contingent upon the satisfactory completion of background investigations including employment history and personal references.



Corporate Office: Careernet Technologies Pvt. Ltd., Plot No.53, Kariyammana Agrahara Road, Devarabeesanahalli, Outer Ring Road, Bellandur Post, Bengaluru 560103  
Ph: 080 6656 0000  
www.careernet.in

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## IDENTITY CARD

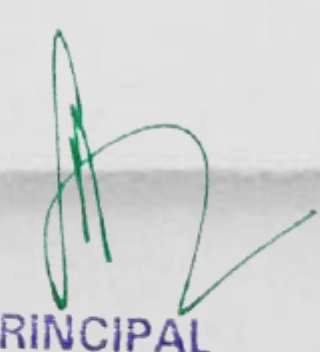


Name : **K. BOOBALAKRISHNAN**

Designation : ACCOUNTANT

SF.NO: 61, SELLAPPAMPALAIYAM ROAD,  
UNJAVELAMPATTI(PO), POLLACHI



  
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HRD/2T/1000785912/21-22

April 1, 2021

Ms. Anju H

309/310

Marapettai Street Pollachi,  
Pollachi-642001  
India

Ph: +91-7395838601

Dear Anju,

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**



  
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Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,  
INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

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



## OFFER CUM APPOINTMENT LETTER

25 Oct 2022

To

Ms. Sakthipriya,

2/54 Marampudingi goundanur,

Eripatti post, Pollachi (TK), Coimbatore -642205

Dear Sakthipriya,

Further to your application for employment, and the subsequent interviews you had with us, we are delighted to offer you the position of **“Executive – Project Management”**, with Newgen KnowledgeWorks Pvt. Ltd., on the following terms and conditions:

Your position will carry a CTC Compensation (Cost to Company) of **₹ 3,07,200/- (Rupees Three Lakhs Seven Thousand and Two Hundred Only)** per annum. The structure of your salary and benefits has been detailed in the annexure to this letter (Annexure 1 – CTC and Annexure 2 – Benefits). As per our discussion, you have confirmed to join us on or before **26 December 2022**, failing which your offer would stand cancelled.

Your salary and all other benefits forming part of your CTC are subject to, and after, deduction of Personal Income Tax at source in accordance with applicable law. All applicable statutory deductions such as Provident Fund, Professional Tax, ESIC (Employees State Insurance Scheme) etc., will be deducted as per the statutory obligations.

**Your date of appointment is effective from your date of joining.**

**From the Date of your joining, this Offer letter is deemed to be your Appointment Letter.**

1. Your association and employment will be governed by the various policies, rules, regulations and guidelines of the organization that are in force from time to time.
2. The terms of this offer letter shall at all times remain confidential and should not be disclosed to any person / party.
3. You will be eligible for leave in accordance to Newgen's Leave Policy.
4. Your position with Newgen is a full-time employment and you will devote yourself exclusively to the business of Newgen during your working hours at Newgen. It is also important that you shall not associate yourself directly or indirectly for any other person, firm or organization in any capacity during your employment with Newgen.
5. You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the organization.
6. Newgen will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities with us.
7. During your employment with Newgen and for a year thereafter you shall not solicit any employee of Newgen to leave their employment in order to join or provide services to another organization / person / entity which is not affiliated to Newgen. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the organization.
8. In order to protect the confidential information of Newgen, you shall not directly or indirectly disclose,



Newgen DigitalWorks Private Limited (formerly known as E-Pagemaker Private Limited)

Principal, Saraswathi Thyagaraja College, Pollachi - 642 107

Registered Office: No.4, First Floor, G3 Buildings, Eripatti Nagar, Cross Street

Off.L.B.Road, Thiruvannamipuram, Chennai, Tamil Nadu, India - 600041

Work Location: 2/54 Marampudingi goundanur, Eripatti post, Pollachi - 642 107

Tel +9144 4292 2999

Corporate Identity Number: U72300TN1993PTC024500



divulge or make public any of our technical and other important information which might come to your knowledge while you are employed by us or thereafter.

9. This employment is subject to professional reference / background checks and documentary evidences of your academics and previous employment. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, Newgen shall be entitled to forthwith terminate your employment without any assigning reasons / notice.
10. You are expected to manage the responsibilities across all the allocated titles, as per defined process and performance expectations
11. Your working hours for a week will be 48 hours, inclusive of Saturday.
12. We expect you to:
  - be open to flexible in timings to cover peak production and client's business hours.
  - provide prompt response to internal and external stakeholder requests.
  - attend internal, client, and author calls/meetings, as and when required.
13. Your performance will be evaluated on the following parameters:
  - Productivity - as per the Production and Complexity indices
  - Quality of Work - as measured by the positive and negative feedback from client / author
14. As part of your induction and orientation on joining, you will be provided with a Goal Sheet.

If you chose to resign from your services of Newgen, you will be required to give **60 days'** advance notice, or salary in lieu of the same. However, acceptance of salary in lieu of notice will be at the discretion of the management. If situations warrant, as in the case of breach of policies, misconduct etc., Newgen may decide to terminate your employment with immediate effect.

We are glad to welcome you to Newgen KnowledgeWorks Pvt. Ltd. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Kindly sign and return a copy of this letter as a token of your acceptance of the terms stated above.

We welcome you and wish you every success in your association with Newgen!

Sincerely,  
For **Newgen KnowledgeWorks**  
(A Unit of Newgen DigitalWorks Pvt. Ltd.)



**Subhash Panicker**  
**Vice President & Head – HR**

I have read, understood and agreed to the terms and conditions as set forth in this offer letter and the annexure to the same. I hereby accept the appointment on the said terms and conditions and will commence work at Newgen on or before **26 December 2022**. In case of any delay / failing to join by the aforesaid date, unless agreed mutually in writing, I understand that my employment offer will be revoked / stand cancelled.

**Name of the Candidate (in Block Letters)**

**Signature with date**



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**Thippampattu, POLLACHI - 642 107,**

Newgen DigitalWorks Private Limited (formerly known as E-Pagemaker Private Limited)  
Branded as Newgen KnowledgeWorks  
Regd. Office: No.4, First Floor, G3 Buildings, Barathi Nagar, Cross Street  
Off. L.B. Road, Thiruvannamalai, Chennai, Tamil Nadu, India - 600041  
Work Location: 2/59 Singaravelan street, Chinna Neelankarai, Chennai - 600 041, INDIA  
Tel +9144 4292 2999

Corporate Identity Number: U72300TN1993PTC024500



## Annexure 1 - CTC (Cost to Company)

**Name** : Sakthipriya  
**Designation** : Executive – Project Management

<u>Compensation</u>	<u>Per Month</u>	<u>Per Year</u>
Basic	11520	138240
HRA	5760	69120
Conveyance	800	9600
Special Allowance	4760	57120
Bonus	960	11520
<b>Gross Salary</b>	<b>23800</b>	<b>285600</b>
<u>Other Benefits</u>	<u>Per Month</u>	<u>Per Year</u>
Employer PF Contribution	1800	21600
<b>Total ER Contribution</b>	<b>1800</b>	<b>21600</b>
<b>CTC</b>	<b>25600</b>	<b>307200</b>
<u>Deductions (C)</u>	<u>Per Month</u>	<u>Per Year</u>
Employee PF Contribution	1800	21600
<b>Total EE Contribution</b>	<b>1800</b>	<b>21600</b>
<b>Take Home (Gross Salary – EE Contribution)</b>	<b>22000</b>	<b>264000</b>

**Note:**

You will receive salary, and all other benefits forming part of your CTC, subject to, and after, deduction of personal Income Tax Liability at source in accordance with applicable law.



**Subhash Panicker**  
**Vice President & Head - HR**

\_\_\_\_\_  
**Signature with date**



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 Branded as Newgen KnowledgeWorks  
 Registered Office: No.4, First Floor, G3 Buildings, Brahm Nagar, Cross Street  
 Off.L.B.Road, Thiruvannamalai, Chennai, Tamil Nadu, India - 600044  
 Work Location: 2/5/9 Singaravelan street, Chinna Neelankarai, Chennai - 600 041, INDIA  
 Tel +9144 4292 2999  
 Corporate Identity Number: U72300TN1993PTC024500



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**Thippampattu, POLLACHI - 642 107,**



## Annexure 2 – Benefits

**Name** : Sakthipriya  
**Designation** : Executive – Project Management

#	Benefits	Definition
1	<b>Provident Fund</b>	You are eligible for PF benefits. Provident Fund is a statutory deduction (calculated @ 12% from your Gross (-) HRA, subject to a maximum of Rs. 1,800), which is deducted every month and deposited on your behalf. Newgen pays the same amount to your PF account. At the time of resignation, you can withdraw or transfer the accumulated amount. Employees can also opt for VPF (Voluntary Provident Fund).
2	<b>Gratuity Benefits</b>	You are eligible for Gratuity benefits as per Gratuity norms. However, please note that gratuity is applicable and payable at the time of you leaving services with Newgen, upon completion of your continuous service of 5 years, as per the payment of Gratuity Act.
3	<b>Leave Encashment Benefits</b>	You are also eligible for a leave encashment at the time of relieving. A sum of the accumulated / unused earned leave to a maximum of 30 days will be paid along with the Full and Final Settlement.
4	<b>Group Medical Insurance (GMC)</b>	You are eligible for GMC after one year of service with Newgen. The details of the scheme will be explained during the induction.
5	<b>Group Personal Accident Policy (GPA)</b>	You are also eligible for GPA from the date of your joining. Sum insured is 20 times the monthly CTC. The details of the scheme will be explained during the induction.
6	<b>Group Term Life Insurance Policy (GTL)</b>	You are also eligible for Group Term Life Insurance policy. Compensation is provided to the extent of the sum insured for the employee's dependents on account of the demise (natural / accident) of the employee during the covered period (tenure with Newgen). The details of the scheme will be explained during the induction.



**Subhash Panicker**  
**Vice President & Head - HR**

**Signature with date**



Newgen DigitalWorks Private Limited (formerly known as E-Pagemaker Private Limited)  
 Regd. Office: No.4, First Floor, G3 Buildings, E-Branch Nagar, Cross Street  
 Off.L.B.Road, Thiruvannamalai, Chennai, Tamil Nadu, India - 600041  
 Work Location: 2/5-9 Singaravelan street, Chinna Neelankarai, Chennai - 600 041, INDIA  
 Tel +9144 4292 2999  
 Corporate Identity Number: U72300TN1993PTC024500



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**(Autonomous)**  
**Thippampatti, POLLACHI - 642 107,**





Assistanz

Beyond Boundaries...



**SRINATH K**

Emp ID : AZN0276

*Prin*

Authorized Signature

ASSISTANZ NETWORKS (P) LTD



*Prin*

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(Autonomous)

Thippampatti, POLLACHI - 642 107,



# RndOptimizAR



**Vinitha R**

**CC22051977**

**RND - Entry Level**

A handwritten signature in black ink, appearing to be 'AGM', written over a horizontal line.

**AGM - HR & ADMIN**

**Emergency Contact No**

**9847185809**



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**Sree Saraswathi Thyagaraja College**

**(Autonomous)**

**Thippampatti, POLLACHI - 642 107.**



HRD/2T/1002025439/21-22

March 14, 2022

**Mr. Sabarees K**

5/546 Ukpnnagar

Gandhinagar Post Udumalpet

Tirupur district-642154

India

Ph: +91-9524821093

Dear Sabarees,

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**



INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261

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Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampattu, POLLACHI - 642 107,  
askus@infosys.com  
www.infosys.com



HRD/1002025439/21-22

March 14, 2022

Mr. Sabarees K  
5/546 Ukpunagar  
Gandhinagar Post Udumalpet  
Tirupur district-642154  
India

Ph: +91-9524821093

Dear Sabarees,

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

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **28-Mar-2022**.

### Location

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

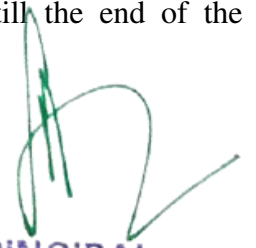
Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

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

### Training

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



  
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Thippampatti, POLLACHI - 642 107,



## Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 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.

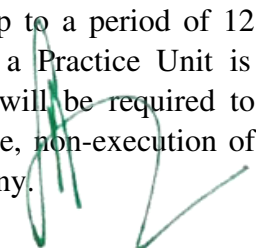
## Transfer

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.

## Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.



  
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Thippampatti, POLLACHI - 642 107,



You will produce all marks sheets and other relevant documents, at least till the penultimate semester. 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 condemnation of delay in submission of the same will be at the Company's discretion.

### Passport and Driving License

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

### Compensation and Benefits

#### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### Ex - Gratia / Bonus

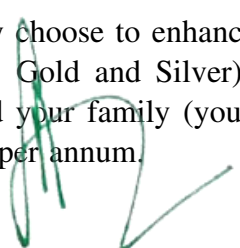
You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

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.

#### 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.



  
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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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** 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 200**. The details of the Scheme would be available to you when you join the Company.

### 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.

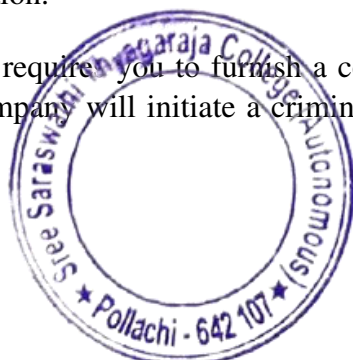
### Background Checks

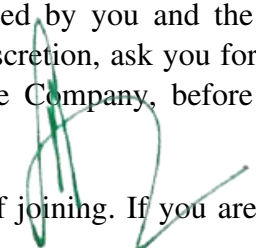
The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company 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.



  
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## 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 an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was 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.

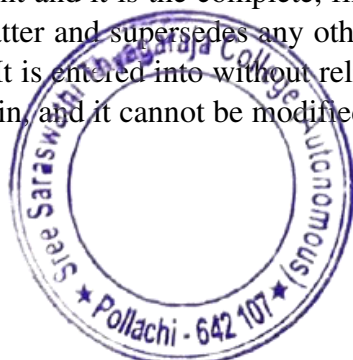
You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any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

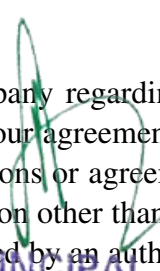
You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at 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 supersedes 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.



  
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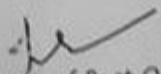
DEPARTMENT OF POSTS, INDIA

Office of the Superintendent of Post Offices, Pollachi Division, Pollachi 642001

ORDER OF ENGAGEMENT

Memo No.B2/BPM/ P.G.Pudur BO/Digs dated at Pollachi 642 001, the 18.06.2021

1. Kum. J.SHAMA FARHANA, D/o Shri Y.John Batcha whose Date of Birth is 12.06.2000 and who belongs to 'UR' category/ selected against 'UR' category is hereby engaged as BPM, Palanigoundenpudur BO in account with Mahalingapuram SO under Pollachi HO on regular basis with effect from 01.06.2020 F/N in the TRCA scale of Rs.12000-29380 Level I. She shall be paid such allowances as admissible from time to time.
2. Kum. J.Shama Farhana, D/o Shri Y.John Batcha should clearly understand that her engagement shall be governed by the Department of Posts Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020 as amended from time to time.

  
Supdt. of Post Offices  
Pollachi Division  
Pollachi 642 001

Regd /AD

To  
Kum. J.Shama Farhana,  
GDS BPM,  
Palanigoundenpudur BO,  
a/w Mahalingapuram SO-642 002.

Copy of this memo is issued to :-

1. The Asst. Supdt. of Postoffices, Pollachi North Sub Division, Pollachi- 642 001- for infn and n/a.
2. The Postmaster, Pollachi HO 642 001. The memo of descriptive particulars, Declaration, attestation form, oath of allegiance, Health certificate in original are enclosed herewith along with copy of character & antecedents report, copy of verification report of mark sheet.
3. The SPM, Mahalingapuram SO- 642 002.
4. The GDS BPM, Palanigoundenpudur BO a/w Mahalingapuram SO- 642 002.
5. File



  
Supdt. of Post Offices  
Pollachi Division  
Pollachi 642 001

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Thippampatti, POLLACHI - 642 107,





August 28, 2020

Dear **MRUTHYUN JAI S B,**

**Sub: Letter of Engagement as Intern at Wipro**

We are pleased to inform you that, you have been selected for undergoing an Internship in our organization Wipro Limited ("Wipro") as an Intern under the following terms and conditions:

**1. Nature of Engagement**

You will be engaged as an **Intern at Wipro.**

**2. Duration of internship**

The duration of **internship** will be for a period of **2 months**. In addition to the training and mentoring offered to you during the internship, Wipro shall also evaluate your performance. Your internship shall automatically come to an end on completion of the internship period as elucidated above, unless extended in writing by Wipro.

**3. Stipend**

During the internship period, you will be eligible to receive a stipend of **Rs 15,000/- per month**. The payment of stipend is linked to your attendance and absence from internship training shall result in a pro rata deduction in the stipend.

**4. Verification Report**

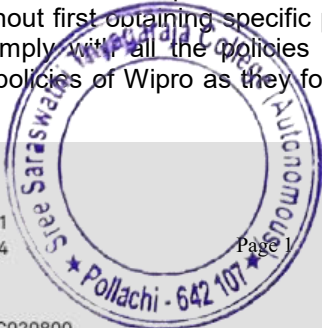
Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. At any point of time, whether prior to your internship period or during your internship, it is found that any declaration or information furnished by you to Wipro proves to be false or if you have willfully suppressed any material information, your internship offer shall be withdrawn/cancelled with immediate effect.

**5. Obligations and Responsibilities**

- a. During your internship period, Wipro expects you to undergo training in the department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or any other internship or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the internship period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first obtaining specific permission from the appointing authority at Wipro. You are expected to comply with all the policies ("Policies") of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your internship with Wipro.

Registered Office:

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India  
T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800



Page 1

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Thippampatti, POLLACHI - 642 107

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Consequently, you are required to understand the scope and intent behind the Policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to Interns from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your engagement shall immediately be brought to the notice of Wipro, failing which appropriate disciplinary action shall be initiated.

- a. During the internship period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your Internship. This covenant shall endure during your Internship and beyond the cessation of your Internship with Wipro.
- b. During the Internship period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organization matters of confidential or secret nature, which you may come across during your internship period or become known to you by virtue of your undergoing in the internship with Wipro or otherwise.
- c. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 6. Posting

During your internship period, you may be transferred or assigned for training in any division / department / establishment or location at which Wipro or its associate companies having their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

## 7. Travel

You may be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro policies.

### Registered Office:

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800



Page 2

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## 8. Termination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion to terminate this internship at any time during the internship period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

## 9. Training Hours and Holidays

As an intern, you will undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be weekly holidays together with all National and Festival Holidays observed by the establishment.

## 10. After completion / termination of internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature, drawings, records etc., belonging to Wipro or relating to its Businesses and shall not take or retain any copies of the said items. An internship completion letter will be issued to the intern subject to a minimum of 85% attendance during the internship.

## 11. Date of commencement of internship

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement on the day of reporting, duly signed by you, in token of your acceptance of the offer. On the date of joining for your internship, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,  
For **Wipro Limited**,



**Sunil Kalachar**  
**General Manager – Talent Acquisition**

  
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**(Autonomous)**  
**Thippampatti, POLLACHI - 642 107**

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





**Endorsement:**

1. I accept the terms and conditions stipulated in the above letter of engagement. I shall report for Internship on \_\_\_\_\_.
2. I understand that any non-compliance to the policies of the organization or un-authorized absence during internship will lead to termination of my internship immediately.

**Name:**

**Signature**.....

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Place:**

**Registered Office:**

**Wipro Limited**  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
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Page 4

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## OFFER LETTER

Mr. Rahul Thyagarajan

Date: Monday, June 29, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Recruitment Associate - Training & Staffing on following terms and conditions:

### Offer Details:

Designation:	Recruitment Associate - Training & Staffing
Department:	Sales Development (51000015)
Sub Department:	Training & Staffing
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

### Compensation Details:

CTC per Annum:-

Fixed Compensation:	400000 INR
Variable Compensation:	200000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- 1.Provident Fund
- 2.Income tax deducted at source at the rates applicable
- 3.Employment/Professional taxes



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4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 3, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

*This is system generated offer letter and does not require authorised signature.*



  
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## Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

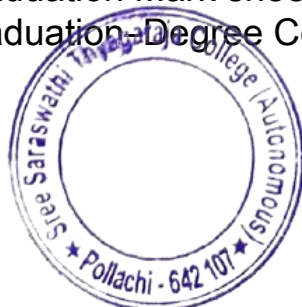
**Code of Conduct:** Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.


**Business Conduct:** Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

## Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



  
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9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:



  
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Precision Equipments (Chennai) Pvt. Ltd.,  
B-70/1, SIPCOT Industrial Park, Irungattukottai,  
Sriperumbudur - 602 105, Tamil Nadu, India.  
☎ +91 44 4710 0603 ☎ +91 44 4710 0604.  
✉ mktg@pecpl.com 🌐 www.pecpl.com

**PRECISION  
EQUIPMENTS**   
Integrity | Quality | Safety | Sustainability  
An ISO 9001, 14001 & 45001  
Integrated Management Certified Company

Ref: 2023/3449/HR/APP150

Date: 10-07-2023

To,  
**SENBAGARAJ**  
1651, WEST STREET,  
KARATHOLUVU, TIRUPPUR - 642203.

Dear SENBAGARAJ,

**Sub: Appointment of Mr. SENBAGARAJ- as "GRADUATE TRAINEE" Order Issued**

We are glad to appoint you as **GRADUATE TRAINEE-IT** of this company with the following terms and conditions.

Basic : Rs. 9000

Conveyance : Rs. 6000

-----  
Total: **Rs. 15000/-Per Month**  
-----

Your Training Period is for one Year in this Company from **10/07/2023 TO 09/07/2024**. During the Training period your performance will be evaluated. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of training period. You shall report for training before the **HOD - IT** at Irungattukottai forthwith. You are directed to submit the following documents at the time of your joining duty.

1. Age proof and Education Certificate.
2. Address proof. (Aadhaar card Xerox).
3. Five Passport Size Photo.
4. Two Conduct Certificate.

We would like to take this opportunity to welcome you to Precision Equipments (Chennai) Pvt.Ltd. and wish you a long and rewarding career with us.

For Precision Equipments (Chennai) Private Limited,

  
**N.EASWARAN**

Chief Management Administrator



I accept the terms and conditions of the order.

Signed:

Dated: \_\_\_\_\_



  
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**Precision Equipments (Chennai) Pvt. Ltd.,**  
Registered Office: No.26, Mount Poonamallee Road,  
Nandambakkam, Chennai - 600 089, India.





## Offer Cum Appointment Letter

30-Aug-2022

**Ms SRIHARINI MURALI,**

**D NO 2/51 ALAGAPPA COLONY CHINNAMPALIYAM POLLACHI COIMBATORE TAMIL NADU  
642001 INDIA**

**Mobile No: 8870052511**

Dear SRIHARINI MURALI,

With reference to your interview and online documentations submitted for seeking employment with our company. We are pleased to inform you that your candidature has been accepted basis representation made and documents submitted by you.

This offer cum appointment letter is being issued to you for appointing you on the post of **SR. EXECUTIVE** in Grade **GRADE-10** with the company. Your total emoluments shall be as per Annexure attached hereto and your date of joining shall be **02-Sep-2022** you will report at our following work location:

Coimbatore

Besides the terms and condition, which are stipulated herein in this letter, your appointment shall be subject to satisfactory results of verifications of representation made and documents submitted by you.

In case of your verification / reference checks are not up to the desired level, this letter shall be automatically stands withdrawn and even if you have joined duty, your services shall be discontinued with immediate effect without any compensation notice or salary in lieu thereof.

Further, if you fail to join on the date specified hereinabove, this letter shall be treated as withdrawn.

**The following are the other terms and conditions of this offer cum appointment letter:**

### **A. Commencement Term:**

- Your appointment is effective from 02-Sep-2022
- You will be on probation for a period of six months or any further extended period as may be decided by the Company based on your performance during the probation
- On satisfactory completion of your probation you will be confirmed in the services of the Company in writing.



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**NORTHERN LIGHTS**  
TECHNOLOGY DEVELOPMENT



**Ranjith Kumar Chandran**

**Ranjith**



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# Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex,  
Trichy Road, Coimbatore - 641018



Date: 27 January 2022

Mr. Ratheesh

897, Sakthinagar, Narasingapuram West, Krishnapuram (PO), Madathukulam (TK), Tiruppur (DT).  
Udumalpet  
642111

Dear Mr. Ratheesh:

Subject: Offer letter

This is with reference to your application for employment with "**Focus Edumatics Private Limited**" and subsequent discussions between us.

We congratulate you for having been successfully made it through the selection process and pleased to extend the Offer of employment with "**Focus Edumatics Private Limited**" for the position of "**Online Tutor**" on agreed terms, the compensation package being the same as discussed during the interview. You are advised to submit the following mandatory documents for successful completion of joining formalities on or before joining date to the following email ID: [mary.m@focusedumatics.com](mailto:mary.m@focusedumatics.com)

1. Four passport size photographs for our records.
2. Copies of certificates of educational qualification.
3. Previous experience letters.
4. Proof of last salary drawn.
5. Relieving letter from your previous employer.
6. Self-Certified Present & Permanent address proof.
7. Self-Certified PAN Card copy.
8. Self-Certified AADHAAR card copy
9. Form 16 from previous employment.
10. Cancelled cheque leaf or photocopy of bank passbook.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

Wish you good luck.

Yours truly,  
for Focus Edumatics Private Limited,

Mary  
Human Resources Department

This letter is valid only on or before **28-Jan-2022**, failing which this offer letter stands cancelled.



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# Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex,  
Trichy Road, Coimbatore - 641018

Effective Date: 27-Jan-2022

## Salary Offer & Benefits

Applicant Name: Ratheesh

Department: Online Tutoring

Salary CTC: 17500

Expected DOJ: 27-Jan-2022

Designation: Online Tutor

Location: Coimbatore Trichy Road

Salary Heads	Monthly	Yearly
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### A. Monthly Earnings

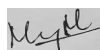
Basic	9431	113172
House Rent Allowance	3772	45264
Conveyance	1333	15996
Statutory Bonus	786	9432
<b>Monthly Gross Earnings (A)</b>	<b>15322</b>	<b>183864</b>

### B. Monthly Deduction

EPF Employee Share	1132	13584
ESI Employee Share	115	1380
Professional Tax	208	2496
<b>Total Deductions ( B )</b>	<b>1455</b>	<b>17460</b>
<b>Net Salary ( A – B )</b>	<b>13867</b>	<b>166404</b>

### C. Statutory/Other Share of Employer

EPF Employer Share	1226	14712
ESI Employer Share	498	5976
Gratuity	454	5448
<b>Statutory Total (C)</b>	<b>2178</b>	<b>26136</b>
<b>Total CTC ( A + C )</b>	<b>17500</b>	<b>210000</b>



HR Signature



  
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EMPLOYEES' STATE INSURANCE CORPORATION  
e-Pehchan Card



PERSONAL DETAILS

Name of IP : B BASKARAN Insurance No. : 5703528547  
Date of Birth : 28/11/2000 UHID : NA  
Gender : Male UAN : NA  
Mobile Number : 8973923070 ABHA : NA  
Email ID : NA PHR Address : NA  
Registration Date : 12/03/2023 Aadhaar : NA

REGISTRATION DETAILS

Marital Status : Unmarried Name of Father / Husband : N.Babu  
Type Of Disability : NA  
Present Address : 2/200, South Street, Midapadi, Muthunaickenpatti, palani, Dist:Dindigul, Tamilnadu, 624618  
Permanent Address : 2/200, South Street, Midapadi, Muthunaickenpatti, palani, Dist:Dindigul, Tamilnadu, 624618  
Dispensary / IMP for IP : Madathukulam, TN (ESIS Disp.) Dispensary / IMP for Family : Madathukulam, TN (ESIS Disp.)

CURRENT EMPLOYER DETAILS

Employer's Code No. : 57000818350000802 Name of Employer : SREENIVASA BALAJI PAPERS PRIVATE LIMITED  
Sub Unit's Code No. : None Date of Appointment : 12/03/2023  
Address of Employer : Sreenivasa Balaji Papers P Ltd, S.f.no 231, Narikalpatti Via,, Pechinaickanoor Branch Office : BO - Palani, ESIC Building, Opp. Palani Andavar College (Gents), Dindigul Road, Palani

FAMILY DETAILS

Name	Relation with IP	Date of Birth	UHID/ABHA	PHR Address	UAN/ Aadhaar	Is Residing with IP	State/District
Mahalakshmi	Dependant mother	19/01/1977	NA / NA	NA	NA	Yes	Tamilnadu / Dindigul



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MEDICAL OFFICER INCHARGE  
E.S.I. DISPENSARY  
Pollachi - 642 107, MADATHUKULAM.





# EKA HIRING SOLUTION

**Your hiring partner**

www.eka-hiring.in

## Offer Letter

Date: 09-11-2023

**To**

**Ms. Archana**

1/19 thirumalaswamy Street, kottur, malayandipattinam  
Anamalai, Coimbatore 642114

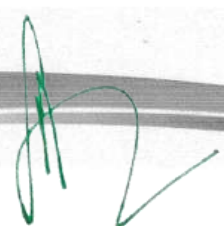
**Dear Ms. Archana,**

With reference to your application & further interview we had, it is our pleasure to confirm that you have been selected as **Tech Support on IT & ITES segment** and your Monthly Take Home Salary has been fixed as Rs.15,000 effective from **5<sup>th</sup> December 2023**. As explored during interview, you will be paid your first month salary on **5<sup>th</sup> January 2024**. You will be in probation period for a period of 3 months and upon successful completion of the said period, you will become permanent employee of the company.

According to this offer, your training schedule will be commencing from **9<sup>th</sup> November 2023** and your Key Responsibility Areas involves Onsite Interaction (OI), Product Support (PS) activities and **Customer Communication (CC)** through multi channel routines on **for various clients time to time** which are getting assigned to you regularly. You are employed under Bring your Own Device (BYOD) basis during the entire Work at Home Period. According to this offer, your Corporate Training at **online mode** would start from **9<sup>th</sup> November 2023** for a duration of one month end of which, your daily work nature will be detailed with Reporting procedures. As discussed, there is no incentive payable for this December 23.

CORPORATE OFFICE : # 74, KONGU NAGAR, OPP ALVERNIA SCHOOL, NEAR S N ARANGAM, TRICHY ROAD, RAMANATHAPURAM,  
COIMBATORE-641045



  
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# EKA HIRING SOLUTION

## Your hiring partner

[www.eka-hiring.in](http://www.eka-hiring.in)

You are expected to acknowledge this offer with below Digital / Scanned copies in the same mail id as a part of our HR Procedures.

- Your Signed Acknowledgement of this Offer Letter as Scanned Copy
- Your Certificates of Education – Digital Version
- Submission of your ID proof & Address Proofs – Digital version

This offer is effective from **9<sup>th</sup> November 2023** after completing the relevant reporting formalities through Google Link Session by **3: 00 PM** in which **Training & Reporting Schedule** will be updated.

During your employment, you may have access to trade secrets and confidential business information belonging to the company. By accepting this offer letter, you acknowledge that you must keep all of such information strictly confidential and refrain from using it for your own purpose or disclosing it to anyone outside the company. In addition, you also agree that, upon conclusion of your employment with us on any mutual ground, you will immediately return any IT based equipment and documents, including electronically stored data.

As updated during your interview, you will be engaged in the full-time job after the said one-month online training with due weekly reviews and score cards so as to ensure your level of improved competence and demanded skill metrics time to time in the entire performance period.

As a part of ensuring day to day delivery tracking, your Laptop will be loaded with online work force management software with relevant mailing and Integrated work tracking environment tools.

Best Wishes

For Eka-hiring

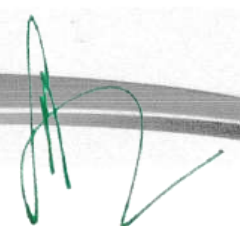
  
S. Ramaraj

Senior HR

Date -9<sup>th</sup> November 2023

CORPORATE OFFICE : # 74, KONGU NAGAR, OPP ALVERNIA SCHOOL, NEAR S N ARANGAM, TRICHY ROAD, RAMANATHAPURAM,  
COIMBATORE-641045



  
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# Shanthi

FEEDS PRIVATE LIMITED



**SANTHOSH KUMAR K**

**SPF5256**

**ASSISTANT - SALES**

*[Handwritten signature]*

**Employee**



*[Handwritten signature]*  
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**Issuing Authorized**





**Ford Motor Private Limited**

**Ref No: 3714**

**11 January 2023**

**Eswari K**

4/64, Venasapatti,  
Ganapathipalayam  
Tiruppur.  
642122

**Dear Eswari K,**

Congratulations!

We take immense pleasure on your appointment as **Accounting Analyst** and welcoming you as a member in our ONE FORD family.

We are sure that you will find your career with Ford to be exciting. At Ford, we offer tremendous opportunities for you to make the best use and Go Further in the journey. Ford has always been a fun, safe and rewarding place to work. We encourage you to embrace yourself in our workplace initiatives to ensure we continue to be one of the great places to work in the country.

Wishing you all the best!

**Authorized Signatory**

HR Signature Name (**Sreesha M**)

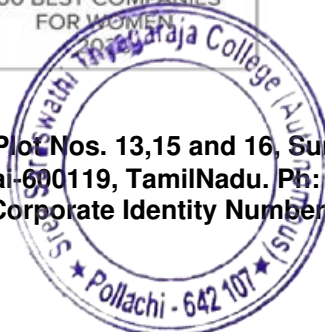
DO NOT PRINT. This is an electronic document and does not require physical signatures

**For Ford Motor Private Limited**



Registered Address: Plot Nos. 13,15 and 16, Survey No. 602/3 Part, ELCOT IT/ITES SEZ,  
Sholinganallur, Chennai-600119, TamilNadu. Ph: +91-44-6474 1111, Fax: +91-44-6474 0647

Corporate Identity Number: U74120TN1998PTCO41070



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## LETTER OF APPOINTMENT

11 January 2023

**Eswari K**

4/64, Venasapatti,  
Ganapathipalayam  
Tiruppur.  
642122  
INDIA

It gives us great pleasure to confirm to you our offer of employment and set out its terms and conditions with **Ford Motor Private Limited** (the company). We extend this offer, along with the opportunities it represents, with full confidence in your capabilities.

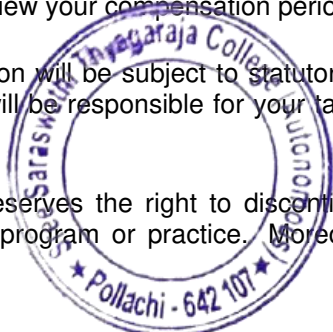
We would like to welcome you aboard as a **Accounting Analyst** in **SG2** position level and you will report to **General Management GSR SG8** within **GEM** or to such other person nominated by him / her in the Company. Your Manager will communicate details of your role and work responsibilities in the initial weeks of you joining the Company.

Your initial place of work will be at **Gbl Tech and Business Center**. However, it is expressly agreed that your services are transferable, and you can be seconded or deputed based on business contingencies by the company to any operations in India or abroad; whether existing as on date of your appointment or to be established under the management and/ or ownership of Ford Motor Company.

Although this offer remains in effect until and including **18/01/2023**, we would appreciate being advised of your decision as soon as possible. Please review the Global Personal Identifier Data Collection and Use Statement found at this link. We will be sending you a request for your necessary personal information soon after acceptance of this letter. Your offer acceptance and provision to us of the information required to generate a GPID is your consent to this GPID Statement. Upon acceptance we will assign to you (if you don't already have one) a Global Personal Identifier (GPID) which will uniquely identify you and distinguish you from other individuals within Ford in a globally consistent manner. This GPID is used openly to identify individuals at Ford and to help control access to Ford systems, facilities and services. To generate a GPID, we will require you to provide your day, month and day of the week of birth. Your name and partial birthdate information will be retained in the GPID system which is located in the United States.

### COMPENSATION AND BENEFITS:

- Your remuneration will be as elaborated in Annexure A, which forms an integral part of this offer of employment. Your remuneration has been arrived at, based on your background and merit. You are expected to keep this information and any changes made therein from time to time as personal and strictly confidential. In case you have any queries, you may discuss the matter with your human resource representative. The company in accordance with its prevailing policy and practices will review your compensation periodically.
- Your remuneration will be subject to statutory and other deductions as per company policies and practices. You will be responsible for your tax liabilities and compliance under applicable tax laws and regulations.
- The company reserves the right to discontinue or modify any compensation, incentive, benefit, perquisite plan, program or practice. Moreover, the very brief summaries contained herein are



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subject to the actual terms and conditions of such plans, programs and practices.

- In addition, you will be reimbursed all official expenses incurred during the course of employment as per company policy, as laid down from time to time.

#### **WORKING HOURS:**

- The normal working hours will be for a duration of not exceeding 48 hours a week. Subject to the prevailing statutory provisions, the company may require you to work on any shift or public / weekly holidays based on business requirements.

#### **PROBATION:**

- You will be on probation for a **6 Month(s)** from the date of your commencing work. Unless notified to the contrary, you will be deemed to have been confirmed as a regular employee of the company on completion of the period of probation. This period may be extended at the absolute discretion of the company. During probation or at any time before confirmation, your services shall be liable to be terminated by either side giving one month's notice in writing or payment of salary in lieu thereof.

#### **TERMINATION:**

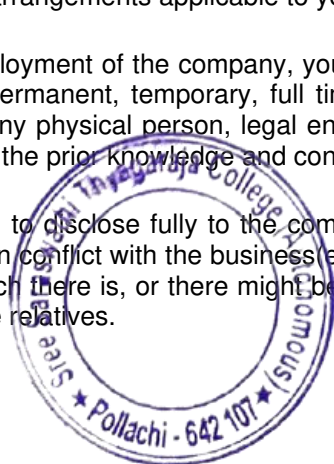
- Either party may terminate your employment at any time by giving to the other party **2 Month(s)** written notice or payment of salary in lieu thereof. The decision on waiver of notice period or accepting notice pay in lieu of notice period will be at the management's discretion.
- Notwithstanding the above, the company reserves the right at all times to terminate your employment forthwith, without notice or payment in lieu of notice, if you are involved in gross negligence, misrepresentation, misconduct or any criminal offense or any other moral breach of your responsibilities.

#### **RETIREMENT:**

- Upon attaining the retirement age, your employment with the company will terminate. The present retirement age for this position is 60 (SIXTY) years. However, the employment can be extended for maximum period of two years with a consent from the employer / employee.

#### **OTHER TERMS AND CONDITIONS:**

- You will be governed by the rules and regulations of the company as applicable, enforced, amended or altered from time to time during the course of your employment. You are expected to comply with all directions given to you by the company and faithfully observe all the rules, regulations and arrangements applicable to you.
- While in the employment of the company, you are in no way allowed to be employed by any other company on a permanent, temporary, full time or part-time basis or offer your services, with or without pay, to any physical person, legal entity or public authority or to be occupied in your own business without the prior knowledge and consent of the company.
- You are required to disclose fully to the company all your business interests whether or not they are similar to or in conflict with the business(es) or activities of the company, and all circumstances in respect of which there is, or there might be, a conflict of interest between the company and you or any immediate relatives.



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## CONFIDENTIALITY:

- The terms of this offer is strictly confidential in nature and you shall not disclose to any unauthorized person, either during or after your employment with the company, for any reason, any information about the interest or business of the company or any affiliated Companies.
- You are not expected to disclose any information or documents, official or otherwise relating to the company without prior approval from the management in public papers, journals, pamphlets, leaflets and in virtual media.
- Any invention, development, discovery, formulae, plan, specification, program, design, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be subject matter of copyright whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of the company, in connection with or in any way affecting or relating to the business of the company or capable of being used or adapted for use therein or in connection therewith shall be disclosed to the company and shall belong to and be the absolute property of the company.
- Upon termination of your employment with the company, you will be required to return to the company, all the assets and property of the company (including any leased properties), documents, files, books, papers, memos or any other property of the company in your possession or under your control.

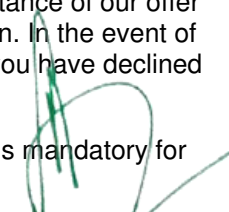
## GENERAL:

- Your employment is contingent on the results of a background check, which may include a personal history check and reference checks, and can include verification of education and work history. If the results of these investigations reveal information that is inconsistent with our standards, this offer may be cancelled or your employment with the company may be subject to immediate termination.
- This appointment will be contingent on you declaring your medical condition, which is deemed fit. Please submit your medical declaration to the company prior to you actually joining the services of the company.
- This offer letter, together with the annexures, constitutes the offer of employment, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the company or its affiliates.
- You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter at the earliest. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. In the event of us not hearing from you within a reasonable time period, it will be assumed that you have declined our offer of employment and the offer will automatically stand withdrawn.

We would like you to join the Company on or before **22/02/2023**. At the time of joining, it is mandatory for you to submit the documents mentioned in your welcome email.

We welcome you to our company and wish you a long-lasting and rewarding association with us.



  
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# ANNEXURE A

<b>Name</b>	Eswari K	
<b>Grade</b>	SG2	
<b>Designation</b>	Accounting Analyst	
	<b>Monthly</b>	<b>Annually</b>
<b>Salary Break Up</b>	<b>Rs 25000.00</b>	<b>Rs 300000.00</b>
Base Salary	10000.00	120000.00
Flexible Benefit Allowance	15000.00	180000.00
<b>Total Cash (A)</b>	<b>25000.00</b>	<b>300000.00</b>
<b>Retirals (Employer Contribution) (B)</b>	<b>Rs 1681.00</b>	<b>Rs 20172.00</b>
Provident Fund	12% of Base Monthly Salary	12% of Base Annual Salary
Gratuity	4.81% of Base Monthly Salary	4.81% of Base Annual Salary
<b>Total Pay (A+B)</b>	<b>Rs 26681.00</b>	<b>Rs 320172.00</b>
	Sum of Monthly Base Salary + Flexible Benefit Allowance + Provident Fund + Gratuity	Sum of Annual Base Salary + Flexible Benefit Allowance + Provident Fund + Gratuity
<b>Performance based Variable Pay (C )</b>		<b>Rs 43281.00</b>
<b>Total Cost to the Company (A+B+C)</b>		<b>Rs 363453.00</b>



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**ANNEXURE – B**  
**Additional Benefit Information**

**A. Reimbursements and Allowances in the Flexible Benefits Plan:**

- 1. Telephone Reimbursement:** You can claim reimbursement of telephone expenses, at actuals, and subject to a maximum of INR 24,000/- per annum for SG01 to SG04, FCG; and INR 36,000/- per annum for SG05 to SG08.
- 2. National Pension Scheme (NPS):** NPS is a voluntary scheme introduced by the Government of India to enable individuals to save for their retirement. Employees can contribute towards NPS corporate Model through FBA module in ADP with a minimum contribution of INR.500 per month and without any upper limit. Only up to maximum of 10% basic salary is tax exempted out of the amount contributed towards NPS Corporate Model. This tax exemption is over and above 80C limit of INR 150,000/-.
- 3. Leave Travel Allowance:** You can claim reimbursement of your holiday travel expenses incurred for self, spouse, dependent children, siblings, and parents up to a maximum of INR 50,000 per annum for SG01 to SG04, FCG and INR 100,000/- per annum for other grades. As per the prevailing tax rules, leave travel allowance can be claimed twice in a block of four calendar years.
- 4. Meal Allowance:** This is a voluntary program and is applicable to employees based in non-plant locations only. You can choose to allocate up to INR 26,400 per annum from your FBA to meal allowance, which will be subject to tax exemptions as per prevailing income tax rules.

All claims for reimbursement of expenses should be supported by appropriate bills/ receipts.

Please note that these reimbursements/ allowances will be considered for tax calculations based on prevailing tax rules that may change from time to time. Retirement Benefits:

**B. Incentive or Performance Incentive:**

You will be eligible for Performance Incentive and / or bonus only if you are an employee on the rolls of the company as on 31st December of the performance year for which the annual Performance Incentive and / or bonus is declared or as per the applicable statute. Further you will be eligible to receive this payment only if you are on the rolls of the Company on the date on which the annual performance incentive and / or bonus is notified. At target performance level, your bonus payout will be equivalent to 15% of the average total cash for your grade. Bonus payments are based on company and individual performance and will vary based on these parameters. In case of a grade change during the year, the target bonus will be pro-rated for the number of months worked in the prior salary grade. Any employee drawing monthly basic salary less than or up to INR 21,000 will be eligible for INR 16,800 Bonus per year as per Bonus legislation. Bonus will be paid to eligible employees on monthly basis, and this will be prorated based on working months/days. This will be part of FBA.

**C. Retirement Benefits:**

- 1. Provident Fund:** The Company will contribute 12% of your base salary towards PF. The company contribution to PF will be in line with and compliant with the prevailing statutory provisions.
- 2. Gratuity:** The Company will make provision for payment of gratuity in accordance with the Payment of Gratuity Act. You will be eligible for gratuity on leaving the services of the company at the rate of 15 days of Base salary for every year of service. This will be capped to a maximum of INR 2,000,000 in case of employees joining on or after 1st October 2018.

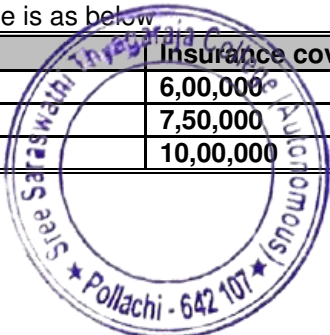
**D. Life & Medical Insurance Benefits:**

- 1. Life Insurance:** You will be provided a life insurance cover based on your grade. The coverage available by grade is as below

Grade	Insurance coverage (Rs.)
GSR 1, 2 & 3	6,00,000
GSR 4, 5 & 6	7,50,000
GSR 7 & 8	10,00,000

  
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2. **Hospitalization Insurance:** You, your spouse and two dependent children; or You and your LGBTQ partner will be covered under the company's hospitalization insurance policy. The annual medical insurance cover is INR 350,000/- per family insured. You can opt to cover your parents and a third child under our hospitalization insurance policy by paying the stipulated premium.
3. **Personal Accident Insurance:** You will be provided a personal accident insurance cover for a sum equivalent to sixty times of your monthly basic salary.
4. **Employee Deposit Linked Insurance:** Sum insured INR 702,000.
5. **Dependent Benefit Scheme:** This is paid in the event of death of the employee enrolled in this scheme, due to any reason including accident. The amount paid to the beneficiary(ies) depends on the contribution from all employees who have enrolled in this scheme, which is further matched by Ford to a max of INR 500,000.
6. **Gratuity Risk Cover:** Varies by Age and Tenure.

#### E. Other Benefits:

- |    |                                     |   |
|----|-------------------------------------|---|
| 1. | <b>Long Service Awards</b>          | You are eligible to receive service awards on completion of five, ten and fifteen and twenty years of service.  |
| 2. | <b>AP Recognition Program</b>       | You are eligible to receive awards under this program. This program aims to recognize employees who have exhibited an enterprise view, displayed an innovation mindset, behaviours in line with our Ford+ Behaviours. You could refer to the AP recognition Policy in LifeatFord portal for more details. |
| 3. | <b>Transport</b>                    | Depending on the location of work, you may have access to subsidized transportation facilities.   |
| 4. | <b>Crèche</b>                       | Depending on the location of work, you may have access to the Crèche facility.  |
| 5. | <b>Non-Standard Shift Allowance</b> | Depending on your work timings, you may be eligible for non-standard shift allowance of Rs. 350/- per day.  |
| 6. | <b>Variable Location allowance</b>  | Depending on the location of work and grade, you may be provided with Variable Location Allowance.  |

Please refer to the policy documents or reach out to your HR representative for more details on the above allowances, reimbursements, and benefits.

The above-mentioned benefits are provided at this point of time and will be subject to revision from time to time based on Company's discretion.

#### Acceptance

I have read the terms and conditions set out in this offer of employment and its annexures. I Eswari K, hereby accept this employment and will adhere to the company policies, procedures, instructions, etc. as may be communicated to me from time to time by the management.



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*Offer letter for candidate Eswari K*

*Candidate's response "Accepted" was recorded on January 11, 2023*

*Business title General Management GSR SG4 from job requisition GSDB Admin -  
Purchasing (3714 )*

*Job offer was extended on January 11, 2023*

*Electronically signed by Eswari K on January 11, 2023*

*Electronically signed from 157.51.110.196*



A handwritten signature in green ink, consisting of a stylized 'A' followed by a long horizontal stroke.

**PRINCIPAL**

**Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,**



HRD/2T/1004148009/22-23

May 13, 2022

Mr. Syed Jalaludheen

Mahaligapuram,

Coimbatore

Pollachi-642002

India

Ph: +91-6379879414

Dear Syed,

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**



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



HRD/1004148009/22-23

May 13, 2022

Mr. Syed Jalaludheen  
Mahaligapuram,  
Coimbatore  
Pollachi-642002  
India

Ph: +91-6379879414

Dear Syed,

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

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **20-Jun-2022**.

### Location

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

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

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

### Training

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



  
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## Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your 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 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 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

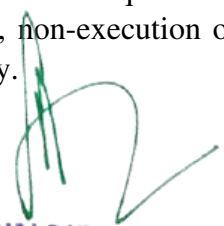
Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## 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.

## Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.



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You will produce all marks sheets and other relevant documents, at least till the penultimate semester. 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 condemnation of delay in submission of the same will be at the Company's discretion.

### Passport and Driving License

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

### Compensation and Benefits

#### Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### Ex - Gratia / Bonus

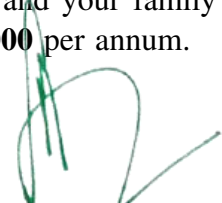
You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 will be as follows:

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.

#### 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.



  
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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 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** 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 200**. The details of the Scheme would be available to you when you join the Company.

### 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.

### Background Checks

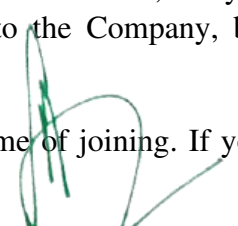
The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company 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.



  
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## 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 an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was 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.

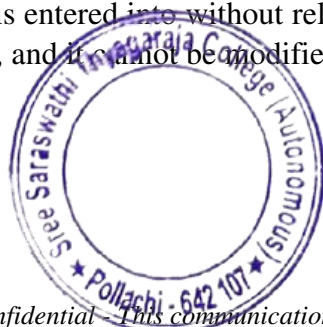
You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any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

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 'Sparsh'. 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 supersedes 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.



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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.

Your employment will be governed by the rules, regulations and policies of the Company.  
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.

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: \_\_\_\_\_, 20\_\_\_\_

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

\_\_\_\_\_  
Print your full Name                      Location



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



## ANNEXURE - I (Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Syed Jalaludheen
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>

<b>2. ANNUAL COMPONENT</b>	
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)	136

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

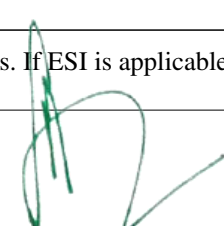
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



  
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**Appointment Letter From Just Dial Ltd**

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**Just Dial** <hrblr@justdial.com>

Fri, 5 Mar 2021 at 5:09 PM

To: &lt;thouficraja111@gmail.com&gt;, &lt;thoufic.raja@justdial.com&gt;

**Dear** Thoufic Raja,

We are pleased to welcome you to our Justdial family and we hope that this will be the beginning of an exciting journey in your career with us.

You can now View and Download the soft copy of your Appointment Letter with a detailed annexure of salary structure, using below link.

**Click to** accept and view **Appointment letter and Terms of Employment with JD**

You shall access the above link and **SUBMIT** your consent within **One week** from the receipt to avoid **access block** to **HR module**(SSO).

It is expected that you go through your appointment letter in detail along with the '**Terms of Employment**' listed in each tab of the link which requires your acknowledgment submission.

**Once you access the link but in case of no acceptance or submission made to any of the sections, it would be deemed to understand and record that you have read all the attached important documents and have acknowledged the same.**

Wishing you the very best in your career with Just Dial.

**Regards**  
**HR Team-Coimbatore**



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08/03/2022

**Praveen Jayakumar**

+91 94959 11355

manikandapraveen@gmail.com

<Nallas/HR/Off.Ltr/2022/16>

Dear **Mr. Praveen Jayakumar,**

**Offer Letter**

With reference to your application and the subsequent discussions you have had with us, we are pleased to offer you the position of **Trainee Recruiter**

Initial 6 months of your position will be training period with salary of Rs.10,000 per month. Based on confirmation and performance the offer will be extended from 2,50,000 to 3,50,000 per annum.

You are required to join us on or before **09/03/2022**. The place of your initial posting will be **Coimbatore**; however, you are liable to be transferred to any location of the company, within the group, based on the Company requirement and agree for a continuous employment for a period of 24 months\*.

This offer is subject to us receiving a confirmation from your end within **01** day. This offer stands withdrawn thereafter, unless the date is extended by a written communication.

Kindly ensure all documents as specified in the Annexure II are submitted on the date of your joining. This offer is not valid in the event of non-submission of the requisite documents.

We welcome you to **Nallas Software Solutions Pvt. Ltd.** and look forward to a long and mutually beneficial association.

\*Refer next page for details.

For **Nallas Software Solutions Pvt. Ltd.,**

*M. Miruthubashini K*

**Miruthubashini K**

**Senior Executive - HR**

I accept the conditional offer extended and confirm my date of joining as **<DD/MM/YYYY>**

\_\_\_\_\_  
Candidate Name



*[Signature]*  
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(Autonomous)  
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## ANNEXURE II

The scanned copies of the above need to be mailed to us before your joining date. A Self Attested Photocopy of the below documents are to be submitted. Originals to be brought for the purpose of verification on the date of joining. After verification, all the Originals will be returned immediately.

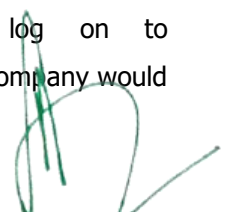
1. 10<sup>th</sup> & 12<sup>th</sup> Mark list
2. UG Consolidated Mark list & Convocation Certificate
3. PG Consolidated Mark list & Convocation Certificate
4. Professional Course(s) Completion Certificate(s)
5. Certifications, if any
6. Experience and Relieving Letters from all previous employers, if applicable
7. Last employer last 3-month Payslip
8. Bank Statement of last 6 months
9. Photocopy of all pages of Passport
10. Photocopy of PAN Card
11. Color Passport Size Photographs
12. Aadhar/Election ID/Driving License
13. Form 16 for the previous Financial Year / Form 16 Provisional for the current Financial Year
14. All mandatory information and declaration required to initiate Background Verification
15. ITPIN provided by National Skills Registry (NSR). You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. National Skills Registry (NSR) is set-up and managed by NSDL Database Management Limited (NDML) on behalf of NASSCOM. NSR is a website where the IT Professionals (ITPs) can register themselves to get a background check verification conducted on personal, academic and employment details. NSR system issues the ITPIN, which is a unique, lifetime valid and permanent identity to all registering ITPs. This can be used by the IT industry and its clients as a credible source of information about the IT Professionals (ITPs) who are being employed or put on client assignments. For further details, log on to <https://nationalskillsregistry.com/>. Please note that this is for an individual cause and Company would not bear any charges towards your membership towards the NSR.

Nallas Software Solution, India Land Tech Park, 3<sup>rd</sup> Floor, CHIL SEZ Area, Keeranatham, Saravanampatti, Coimbatore, India

+1 8555 NALLAS +1 267 687 0586 info@nallas.com www.nallas.com

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# EKA HIRING SOLUTION

**Your hiring partner**

[www.eka-hiring.in](http://www.eka-hiring.in)

## Offer Letter

**Date: 11-08-2023**

**To**

**Ms. SUHAINA BANU.A**

Bhathrakaliamman kovil, near  
Putthukovil, Vannamada  
Palakad, Pincode : 678555

**Dear Ms. SUHAINA BANU.A,**

With reference to your application & further interview we had, it is our pleasure to confirm that you have been selected as **Trainee HR Executive** and your Monthly Take Home Salary has been fixed as Rs.15,000 effective from 11<sup>th</sup> September 2023. As explored during interview, you will be paid Rs.12, 000 as first month salary on 11<sup>th</sup> September 2023 to support your initial settling phase. You will be in probation period for a period of 3 months and upon successful completion of the said period, you will become permanent employee of the company.

According to this offer, your employment will be commencing from **11<sup>th</sup> August 2023** and your Key Responsibility Areas involves Candidates Sourcing, Interview Scheduling till Joining formalities closure. In addition, you would also contribute HR Statutory routines for the client base which are getting assigned to you regularly. You are employed under Bring your Own Device (BYOD) basis during the entire Work at Home Period. According to this offer, your Corporate Training at **online mode** would start from **11<sup>th</sup> August 2023** for a duration of one month end of which, your daily work nature will be detailed with Reporting procedures.



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# EKA HIRING SOLUTION

## Your hiring partner

[www.eka-hiring.in](http://www.eka-hiring.in)

You are expected to acknowledge this offer with below Digital / Scanned copies in the same mail id as a part our HR Procedures.

- Your Signed Acknowledgement of this Offer Letter as Scanned Copy
- Your Certificates of Education – Digital Version
- Submission of your ID proof & Address Proofs – Digital version

This offer is effective from **11<sup>th</sup> August 2023** after completing the relevant reporting formalities through Google Link Session by **2: 30 PM** in which **Training & Reporting Schedule** will be updated.

During your employment, you may have access to trade secrets and confidential business information belonging to the company. By accepting this offer letter, you acknowledge that you must keep all of such information strictly confidential and refrain from using it for your own purpose or disclosing it to anyone outside the company. In addition, you also agree that, upon conclusion of your employment with us on any mutual ground, you will immediately return any IT based equipment and documents, including electronically stored data.

As updated during your interview, you will be engaged in the full-time job after the said one-month online training with due weekly reviews and score cards so as to ensure your level of improved competence and demanded skill metrics time to time in the entire performance period.

As a part of ensuring day to day delivery tracking, your Laptop will be loaded with online work force management software with relevant mailing and Integrated work tracking environment tools.

Best Wishes

For Eka-hiring

S. Ramaraj  
Senior HR

Date – 11<sup>th</sup> August 2023



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(Autonomous)  
Thippampatti, POLLACHI - 642 107,





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20195878301/Chennai**  
**Date: 03/01/2020**

**Mr. Danush Kumar C**  
2/35 ANorth Street,  
Kural Kuttai,  
Udumalaipettai-642154,  
Tamil Nadu.  
Tel# 91-8682870905

Dear Danush Kumar C,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed 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 **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,100/-** per month.

**TCS Confidential**  
**TCSL/DT20195878301**



  
**PRINCIPAL**

**Sree Saraswathi Thyagaraja College**  
**(Autonomous)**  
**Thippampatti, POLLACHI - 642 107,**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited  
415/21-24, Kumaran Magan, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2555 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Pinnacle Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





## BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### 1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### 3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### 4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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Tel: 91 44 6616 2555 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Pinnacle Building, 9th Floor, Nariman Point, Mumbai 400 021  
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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

#### **2. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### 7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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## 8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 9. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 11. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

## 12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your

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day-to-day conduct as an associate of TCSL.

### 13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### 14. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

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## 18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

\*PAN Card (Permanent Account Number)

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- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 19. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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### Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xperience Centres  
Annexure 3: Confidentiality and IP Terms



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## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Danush Kumar C</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Sree Saraswathi Thyagaraja College - Coimbatore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>

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## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	

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## Annexure 3

### Confidentiality and IP Terms and Conditions

#### Confidentiality and IP Terms and Conditions - Annexure 3:

##### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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**Thippampatti, POLLACHI - 642 107,**





## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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TCSL/DT20195878301



PRINCIPAL

Sree Saraswathi Thyagaraja College<sup>14</sup>  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Pinnacle Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

**TCS Confidential**  
**TCSL/DT20195878301**



**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2555 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Pinnacle Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

**PRINCIPAL**

**Sree Saraswathi Thyagaraja College**  
**(Autonomous)**  
**Thippampatti, POLLACHI - 642 107,**





## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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**TCSL/DT20195878301**



  
**PRINCIPAL**

16

**Sree Saraswathi Thyagaraja College**  
**(Autonomous)**

**Thiappampatti, POLLACHI - 642 107,**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 091, Tamil Nadu  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: TCS Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,





Date: 28/02/2023

Candidate Name : **Gnanasekaran Murugesan**

Working Location : **MAA Thiruvottiur Cumi IP**

Employee No : **3562083325**

Dear **Gnanasekaran Murugesan**,

We are pleased to offer you employment to work as 'DEO' on deputation with our Client, **MAA Thiruvottiur Cumi IP , Chennai** for a fixed period of employment, on the following terms and conditions:

1. The term of your employment is valid till the validity of our contract with DHL. Notwithstanding the aforesaid and without prejudice to clause 8, in the event of the project/work for which you are deputed comes to an end before the aforementioned period, this employment contract shall be co-terminus with such project/work. For avoidance of doubt, your appointment is on a fixed term contract basis.
2. During the tenure of your employment with us, you can be deputed at the sole discretion of the management to any of our clients to do work pertaining to or incidental to our project with such client/s.
3. You will be entitled to **1.5 Days** paid leaves per month, on pro rata basis, the same shall be paid in the monthly wages.
4. You will not be absent from your duty without sufficient reasons. You will obtain prior written permission/sanction from us for your leave/absence giving reasons thereof and probable duration immediately, the absences will be treated as leave without pay and if such unauthorized absence/leave continues for more than 3 days, you shall be liable for appropriate disciplinary action including termination of your employment.
5. You will be governed by the conduct, discipline, rules and regulations as laid down by our management.
6. You will receive remuneration as detailed in Annexure I. The salary for the first month will be paid, subject to furnishing the details mentioned below:
  - A. CV and a passport size photograph
  - B. Proof of age, Identity and Residence (Pan Card & Aadhaar Card are Mandatory)
  - C. Driving License (Mandatory for Biker's and Delivery Executives)
  - D. Certificate of Educational Qualifications
  - E. Experience Certificates from previous employer
  - F. Release from previous employer
  - G. A copy of your present salary slip and 2 references with telephone and e-mail contactIf any of the particulars submitted by you to are found not to be true, your services will be liable to be terminated immediately without any notice, without prejudice to our other rights.
7. The salary will be paid to you for the number of days present (including applicable weekly offs) during the month. You will receive your salary and arrears if any on or before 7<sup>th</sup> of every month.
8. This employment contract can be terminated with a notice of 15 days in writing or salary in lieu of notice, by either party, unless your employment is terminated by us on the grounds of breach of code of conduct, misbehavior, misconduct or indiscipline, etc. In such case **BOSS MANAGEMENT SERVICES PVT.LTD** reserves the right to terminate your services with immediate effect without any payment in lieu of notice period.
9. You will, with effect from **04/02/2023** be required to work at Client office/ premises at any of their locations.



AN ISO 9001 : 2015 CERTIFIED COMPANY



**PRINCIPAL**  
**Sree Saraswathi Thyagaraja College**  
**(Autonomous)**

**Thippampatti, POLLACHI - 642 107,**

# 5A, Pandian Street, Panneer Nagar,  
Mogappair West, Chennai - 600 037.  
Tel : 044 - 2656 1605 / 2656 1606  
E-mail : admin@bossmanagement.in  
Web : www.bossmanagement.in





10. During the tenure of deputation, you will continue to be an employee of **BOSS MANAGEMENT SERVICES PVT.LTD** and shall be under our control and supervision

11. In the day-to-day functioning or carrying out all responsibilities, you will abide by the IT and secrecy policies that we have signed up with Client. You shall not give out to anyone in any manner whatsoever particulars, or any details of any of the matters pertaining to the Client or its working, or any other confidential information. In the event of breach of this condition on your part, your services will be liable for termination of with immediate effect, without prejudice to our other rights in this regard

12. You shall also abide by training that may be offered to you by **Client** to enable you perform the project on our behalf.

13. You shall perform services during the working hours of **Client**

14. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against **Client**.

15. You shall not engage in any act subversive of discipline in the course of your duty/duties in the property of **Client** or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.

16. You shall be responsible for protecting our/**Client's** property entrusted to you in the due discharge of your duties and shall indemnify us/**Client**, when there is a loss of any kind to such property.

17. You will be liable to compensate **BOSS MANAGEMENT SERVICES PVT.LTD** in case any claim arises from **Client** on account of your willful act or negligence.

18. It is an express condition that during the period of fixed term contract, you shall not, without our express permission, undertake any other business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will liable for termination of your services with immediate effect

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members to the **BOSS MANAGEMENT SERVICES PVT.LTD** family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of acceptance of the above terms and conditions, request you to sign the duplicate copy of this letter and return to us.

**Background Checks** - Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer.

With warm regards,

Boss Management Services Pvt.Ltd



Authorized Signatory



AN ISO 9001 : 2015 CERTIFIED COMPANY

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Sree Saraswathi Thyagaraja College  
(Autonomous)

Thippampatti, POLLACHI - 642 107,

# 5A, Pandian Street, Panneer Nagar,  
Mogappair West, Chennai - 600 037.  
Tel : 044 - 2656 1605 / 2656 1606  
E-mail : admin@bossmanagement.in  
Web : www.bossmanagement.in



Date: 15 Feb 2022 17:16

Employee ID: M0238333

Mr./Ms. Karthick Kannan J

Assistant Client Partner - Billing

## Appointment Letter

Dear Karthick Kannan J,

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

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

You are requested to contact **HR Team** at the following address to take on your assignment on **11 Feb 2022**

**Access Healthcare Services Private Limited**  
**406 & 407, Fourth Floor, TIDEL Park Coimbatore LTD ELCOT-SEZ, IT/ITES**  
**Villankurichi Road, Aerodrome Post, Coimbatore – 641 014.**

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

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

Looking forward to your joining our "Winning Team".

With best wishes,

Yours sincerely,

I accept this appointment and the Terms and  
Conditions attached.

Digitally Acknowledged by me on  
15 Feb 2022 17:16

Signature of the Candidate

Samuel S  
Director -



Name: Karthick Kannan J  
Employee ID: M0238333

**PRINCIPAL**

**Sree Saraswathi Thyagaraja College**  
**(Autonomous)**  
**Thippampatti, POLLACHI - 642 107**

Head Quarters  
#A9, First Main Road, Ambattur Industrial  
Estate, Ambattur, Chennai - 600 058.  
Tamil Nadu, INDIA.  
Phone: +91 44 42176066.

Access Healthcare Services Pvt. Ltd  
CIN:U74220TN2011PTCO78925  
Registered Office: Kochar Technology Park, SP-31A,  
3rd Floor, Ambattur Industrial Estate,  
Chennai - 600058. Tamil Nadu, INDIA.  
Phone: +91 44 43108980/81/82,  
Website: www.accesshealthcare.com



## Annexure I

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic		
House Rent Allowance	7375.00	88500.00
Conveyance Allowance	2.00	24.00
DA	0.00	0.00
SDA	2550.00	30600.00
Statutory Bonus	0.00	0.00
Special Allowance	1985.00	23820.00
Gross (A)	0.00	0.00
Benefits	11912.00	142944.00
Provident Fund		
ESI	1191.00	14292.00
Medical Reimbursement	387.00	4644.00
Retention Incentive	0.00	0.00
Gratuity	614.00	7368.00
Total (B)	354.00	4248.00
Cost To Company (A+B)	2546.00	30552.00
	14458.33	173500.00

### Insurance Benefits:

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

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

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

### Retirement Benefits:

#### a) Gratuity:

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

#### b) Provident Fund:

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



PRINCIPAL

Sree Saraswathi Thyagaraja College

(Autonomous)

Thippampattu, POLEACHU, 642 107

M0238333

Confidential

Head Quarters

Thippampattu, POLEACHU, 642 107, Ambattur Industrial

Estate, Ambattur, Chennai - 600 058.

Tamil Nadu, INDIA.

Phone: +91 44 42176066.

Access Healthcare Services Pvt. Ltd

IN:U44280TN20110100078925

Registered Office: Kochar Technology Park, SP-31A,

4th Floor, Ambattur Industrial Estate,

Chennai - 600058, Tamil Nadu, INDIA.

Phone: +91 44 43108980/81/82,

Website: www.accesshealthcare.com





Human Resources

6th Floor, Block 7, DLF Info City Chennai Ltd – SEZ

1/124, Shivaji Gardens, Manapakkam, Ramapuram, Mount Poonamallee Road, Chennai – 600 089

Registered Office

8th Floor, First International Financial Centre (FIFC), Plot Nos. C-54 & C-55, G-Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051 CIN No: U72900MH2009FTC192938

January 25, 2022

**Sahinas Fathima S**

Nagoor Andavar Rice Mill, Udumalai Road, V K Mills, Palani- 624615, Tamil Nadu India

Dear Sahinas Fathima S,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citicorp Services India Private Limited (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Career Level: C04
- Location: Chennai SEZ II
- Entity/Group: Citicorp Services India Private Limited
- CTC (INR)\*: 373,445

\* For the details of your compensation i.e. CTC please refer Annexure.

Upon your acceptance of this Offer, and subject to successful completion of all pre-requisites to the satisfaction of Citi, your initial appointment will be at Special Economic Zone Unit of the Company at 6th Floor, Block 7, DLF Info City Chennai Ltd – SEZ 1/124, Shivaji Gardens, Manapakkam, Ramapuram, Mount Poonamallee Road, Chennai – 600 089. The effective date of your joining will be as mutually agreed upon.



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Thippampatti, POLLACHI - 642 107.



**Annexure**

Compensation (INR)

Grade/ C Level	C04
Basic Salary	180,063
Special Allowance	22,074
Meal Allowance	36,000
**Car Allowance	0
HRA	90,032
LTA	15,006
TC less LPA (a)	343,175
*LPA Amount (b)	0
Other Cash Components (c)	0
Total Cash (a+b+c)	343,175
***Provident Fund - 12%	21,608
****Gratuity - 4.81%	8,662
*****Superannuation - 13%	0
Retirals:Overall (d)	30,270
CTC (a+b+c+d)	373,445
Sign-On Bonus	0
Notice Period Buy Out	0



  
**PRINCIPAL**  
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Thippampatti, POLLACHI - 642 107



Ref: HR/JUN/22/B1/60429357/60441155/1001233474

Date: 24 June, 2022

Mr. Saravana kumar M  
Rajendra Road  
Palani  
Palani H O 624601  
Tamil Nadu, India

Dear Mr. Saravana kumar

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Department Manager - Trainee in Assistant Manager - B1 grade** in our business on the following terms and conditions:

**1. PLACE OF POSTING:**

Your initial posting will be at **Madurai, Tamil Nadu.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 24 June, 2022.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 27,795/- (Rupees Twenty Seven Thousand Seven Hundred Ninety Five Only) per annum.**

This includes:

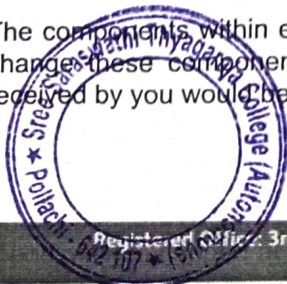
- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @ 4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.



**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

**PRINCIPAL**  
Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107.

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Taloo, Mumbai-400 002, India.  
www.relianceretail.com



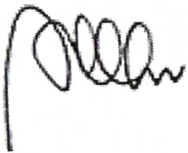
The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Reliance Retail Limited



Lalatendu Kar

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ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**PRINCIPAL**  
Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107.

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)



# Premier Mills Pvt. Ltd.

RR Landmark, No.1E-1, Nava India Road, Coimbatore - 641 028. India

An  
ISO 9001 : 2008  
Company

Tel : +91-422-7150100  
Fax : +91-422-3050444  
email : mail@premiermills.com

August 26, 2020

Ms. B. Subassri,  
D/o. Mr. N. Balasubramanian,  
1/47, Subassri Mess, Anthiyur,  
Pulankinar (PO),  
Udumalpet (TK),  
Tirupur (DT) - 642122.

Dear Subassri,

With reference to your application and subsequent discussions that were held with you, we are pleased to appoint you as **Junior Officer HRD** in the **Admin** department in our Company. You will be initially stationed in our unit at Pulankinar, Udumalpet.

**Following will be the terms of your appointment.**

- 1) Your Basic salary would be Rs.3627/- per month. In addition, you would be entitled for the following:
  - a) Fixed Personal Allowance of Rs.5285/- per month.
  - b) House Rent Allowance of Rs.7254/- per month.
  - c) Employee contribution to PF, EPS and ESI as applicable as per the respective Acts.
  - d) Gratuity and Bonus as per the respective Acts.
  - e) You will be provided with company accomodation at nominal rent.
- 2)
  - a) You will be on probation for a period of 12 months which may be extended for such further period at the discretion of the company under intimation to you. If probation period is not extended, you will be treated as permanent staff.
  - b) During the period of probation, You will not be entitled to other privilege or benefit or any other payment which may be allowable to the company's permanent staff, save as otherwise provided under any law for the time being in force.
  - c) During the period of probation if your service is not found satisfactory, the Management has every right to terminate you without assigning any reason therefore, also the notice period or payment in lieu of notice period shall not be applicable in connection with your termination. If a probationer wants to leave the service on his own accord he / she shall give 30 calender days notice to the Management or Gross salary in lieu of it.
- 3) On successful completion of probation your services with the Company will be determinable by 30 calender days notice in writing from either side or salary in lieu thereof.

... 2 ....



PRINCIPAL

Sree Sarawathi Thyagaraja College  
(Autonomous)  
Thippampatti, POLLACHI - 642 107,



## Premier Mills Pvt. Ltd.

RR Landmark, No.1E-1, Nava India Road, Coimbatore - 641 028, India

An  
ISO 9001 : 2008  
Company

Tel : +91-422-7150100  
Fax : +91-422-3050444  
email : mail@premiermills.com

**premier**

August 26, 2020

Ms.P.Rajeswari,  
D/o Mr.Palanisamy,  
19/8 Samar Street,  
Dhali (PO),  
Udumalpet (TK),  
Tirupur (DT) - 642122.

Dear Rajeswari,

With reference to your application and subsequent discussions that were held with you, we are pleased to appoint you as **Junior Officer HRD** in the **Admin** department in our Company. You will be initially stationed in our unit at Pulankinar, Udumalpet.

### Following will be the terms of your appointment.

- 1) Your Basic salary would be Rs.3627/- per month. In addition, you would be entitled for the following:
  - a) Fixed Personal Allowance of Rs.5285/- per month.
  - b) House Rent Allowance of Rs.7254/- per month.
  - c) Employee contribution to PF, EPS and ESI as applicable as per the respective Acts.
  - d) Gratuity and Bonus as per the respective Acts.
  - e) You will be provided with company accomodation at nominal rent.
- 2)
  - a) You will be on probation for a period of 12 months which may be extended for such further period at the discretion of the company under intimation to you. If probation period is not extended, you will be treated as permanent staff.
  - b) During the period of probation, You will not be entitled to other privilege or benefit or any other payment which may be allowable to the company's permanent staff, save as otherwise provided under any law for the time being in force.
  - c) During the period of probation if your service is not found satisfactory, the Management has every right to terminate you without assigning any reason therefore, also the notice period or payment in lieu of notice period shall not be applicable in connection with your termination. If a probationer wants to leave the service on his own accord he / she shall give 30 calender days notice to the Management or Gross salary in lieu of it.

On successful completion of probation your services with the Company will be determinable by 30 calender days notice in writing from either side or salary in lieu thereof.



PRINCIPAL

Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thirupur, Tirupur Dist. - 642 122

Factory : Pulankinar, Udumalpet, Tirupur Dist. - 642 122.

CIN : U17111TZ1994PTC005511 GSTIN : 33AABCP5924C1ZU



**premier**

**Premier Mills Pvt. Ltd.**

RR Landmark, No.1E-1, Nava India Road, Coimbatore - 641 028, India  
[ 2 ]

An  
ISO 9001 : 2008  
Company

Tel : +91-422-7150100  
Fax : +91-422-3050444  
email : mail@premiermills.com

- 4) Your salary will be reviewed from time to time at the discretion of the company. All promotions shall be at the Company's discretion.
- 5) During the term of your employment with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties.
- 6) You are liable to be transferred or deputed to any of the Branch Offices, Units/Factories, any Associate Concerns / Sister Concerns, etc, or any other place in relation to the business which are in existence and also new companies, units and offices that may come into existence in future. The same will be at the discretion of the management as may be required from time to time considering the exigencies of business. You are bound by the orders / instructions of the management in this regard.
- 7) The age of retirement from the Company's service is 58 years. You will retire from the company's service on the last day of calendar month of your having completed the age of 58 years.
- 8) In matters not mentioned herein, you will be governed by the rules and regulations or practice of the Company, as may be in force from time to time.
- 9) We shall be pleased if you will indicate your acceptance of this appointment by signing the copy of this appointment letter in the space provided hereunder and returning it to us indicating your probable date of joining. If we do not hear from you within 15 days from the date of receipt of this letter, it will be construed that you are not interested in this offer.
- 10) You will be reporting to **Mr.A.J.Somnath, Manager - HR & Admin** in our unit at Pulankinar, Udumalpet.

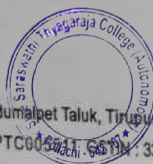
Yours truly



Authorised Signatory

I have read this letter and fully understood the terms and conditions of my services. I accept the same without any reservation.

Place	Signature	Proposed date of Joining



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Sree Saraswathi Thyagaraja College  
(Autonomous)

Thippampatti, POLLACHI - 642 107.

Factory : Pulankinar, Udumalpet Taluk, Tirupur Dist. - 642 122.

CIN : U17111TZ1994PTC0054116  
GSTIN : 33AABCP5924C1ZU



JLPL: HR: 26

28.07.2023

Mr. ASARUTHEEN,  
2/36, KANNAMANAICANNUR, TIRUPPUR,  
TAMILNADU, 642145.

Dear ASARUTHEEN,

**APPOINTMENT ORDER**

With Reference to your application and subsequent interview you had with us, we are pleased to offer you employment in our company as **Executive-Operations** on probation subject to the following terms and conditions: -

1. You will be on probation for a period of Six months with effect from 1<sup>st</sup> August, 2023. During probationary period your services can be terminated without notice and assigning any reason thereto. The company may at its discretion extend your period of probation for a further period. You will continue to be on probation until you are confirmed in the services of the company by a written order.
2. Until otherwise altered, you will be paid a salary of Rs.22, 000/- (Rupees Twenty-two thousand) per month as under:

Basic	...	Rs. 12,000.00 p.m.
D.A	...	Rs. 5087.00 p.m.
Oth. Allowance	...	Rs. 4913.00 p.m.
		<hr/>
Gross Salary	...	Rs. 22,000.00 p.m.
		<hr/>
Net Salary	...	Rs.22,000.00 p.m.

3. You will not be permitted to hold any office of profit outside the company or to engage directly or indirectly in any other business without the express permission of the company.
4. You will be liable to be transferred either on temporary or permanent posting to any of our branches, factories, departments, associated concerns or any other position without assigning any reason and you will be governed only by the rules and regulations applicable to that unit you will be working from time to time.
5. You are required to work on weekly holidays and/or festival holidays accordingly to the rules of the company in force.
6. You will not disclose any information which will go against the interest of the company or its associates to any unauthorized person, firm or company whatsoever, either during the currency of your employment with this company or after its termination.

Address

No. 11, Porur Gardens, Phase-I,  
Vanagaram, Chennai-600095.

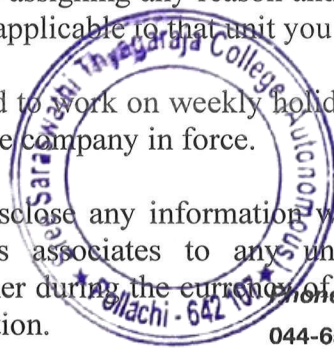
044-6518 6802

044-4958 1320

Website & E.mail

www.johallogistics.com

office@johallogistics.com



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Sree Saraswathi Thyagaraja College  
(Autonomous)  
Thirupattur, TAMILNADU - 642 107.



6. You will not disclose any information which will go against the interest of the company or its associates to any unauthorized person, firm or company whatsoever, either during the currency of your employment with this company or after its termination.
7. When required by the company, you will have to submit yourself at any time for medical examination by the company's medical officer and if it is found and certified that you are unfit for the job, the company can terminate your services by giving one month's notice in writing or pay one month's salary in lieu thereof.
8. During the terms of your employment with us, seeking employment with our competitors or similar or allied business is totally prohibited (either by application or through personal contacts, etc.). If at any time, it is found that you violated this specific understanding and conditions, your services will be terminated immediately without one month's prior notice or one month's salary in lieu thereof.
9. You will be responsible for the safe keeping and return in good condition of all property of the company which may be given to you for use, custody, care or charge.
10. You will promptly and efficiently obey all lawful orders, directions and instructions given to you from time to time by the company or by any other authorised person or persons.
11. Should you be guilty of neglect of work, insubordination, indulgence or abetment of any misconduct involving moral turpitude or breach of any of the terms and conditions of your appointment, the company shall have the right to terminate your appointment without one month's notice or one month's salary in lieu thereof.
12. Any change in your current or/and permanent address shall be immediately notified to the company.
13. The other terms and conditions of your employment with us will be as per the service conditions applicable to you as are in force at present or may be introduced or rescinded or amended or added from time to time.
14. In accordance with the practice of our company, we request you to keep the terms of your employment as confidential.

If you are agreeable to the above terms and conditions, please sign and return to us the copy of this order in token of your acceptance of the same.

**For Johal Logistics Pvt Ltd.,**


  
  
**Authorized Signatory**

**Acknowledgement:**

I accept the appointment offered in your above letter and I accept the terms and conditions of the appointment as stated therein.



..... **Signature & Date.**

  
**PRINCIPAL**  
**Sree Saraswathi Thyagaraja College**  
**(Autonomous)**  
**Thippampatti, POLLACHI - 642 107.**



Ref Code: OPAR40650

19-Nov-2022

Mr. Prashanth N

2/113 PALLIVASAL STREET PURVIPALAYAM CPOIMBATORE TAMILNADU-642110

## Letter of Appointment

Dear Prashanth,

This is with reference to the discussion you had with us. The Management is pleased to appoint you in the role of CRES - Two Wheeler Finance, Senior Officer based at RO-Tamil Nadu Central Chennai.

Your date of joining will be on or before 18-Nov-2022. You are requested to join on or before the aforementioned joining date. Your employment will be governed by the terms and conditions of this Appointment Letter and [HR Manual] as amended from time to time.

1. You will be paid to a Total Fixed Pay of Rs.1,91,868/- per annum (One Lac Ninety One thousand Eight Hundred and Sixty Eight) as set out in Annexure I & II.
2. You will also be eligible for a Variable Pay as per prevailing guidelines mentioned in the Remuneration Policy.
3. In case you are eligible for any additional emoluments, please refer the enclosed Annexures.
4. You shall perform with diligence such duties as the post you hold calls for and such other duties that may be assigned to you by the management depending upon the exigency of work.
5. You will be under probation for a period of 90 days from the date of joining. Based on your performance, your services will be deemed confirmed after completion of probation period unless the probation period is extended by the Company. Please note that it is also mandatory to complete onboarding Induction (OBI), Functional Induction, IT Security & Compliance training during the probation period, which will be an important factor while confirming your services with the Bank.
6. During probation, the period of notice required for cessation of employment is 30 days on either side. In case of unsatisfactory work or conduct during the probationary period, your services are liable to be terminated any time without notice or without assigning any reasons there to. In case of confirmed employee, either party may terminate the employment by giving a notice of one month. Any leave taken during the notice period will result in its extension by the number of days of absence.
7. If an employee fails to serve notice period or clear any dues, the Company has the right to withhold any payment due to the employee in full and final settlement.
8. Presently the place of your work will be [RO-Tamil Nadu] however during the course of your service, you may be transferred or posted to any location of Jana Small Finance Bank Limited.
9. During your employment with the company you will devote your whole time, attention and devotion and skill to the best of your ability. You shall not, directly or indirectly engage or associate yourself with any person connected with

Registered Office:

Jana Small Finance Bank Ltd.

The Fairway Business Park, # 10/1, 11/2 & 12/28, 1st

Dornkur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100

Email@janabank.com

www.janabank.com

Thippampatti, POLLACHI - 642 107,





concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

10. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Company, its customer lists, employment policies, personnel, and information about the Company's products, offerings, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11. At no time, will you remove any Confidential Information from the office without permission.

12. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this letter and/or your employment with the Company.

13. Without prejudice to any other provisions, your employment with the company may be terminated at any time on any grounds that are in violation of the company's HR Policies, Rules & Regulations or Code of Conduct.

14. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your resume, at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) 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.

15. Your appointment is subject to satisfactory reference checks, documents provided by you and clearance from any secrecy /service agreements that you may have executed, which could have a bearing on your working with us. The Company reserves the rights to conduct any reference checks including in relation to education, experience, character, address, police verification or any other as may be deemed fit, at any given time and assumes to have your default consent for such reference checks

16. The Company reserves the rights to refer you to any medical examination and tests such as Drug Test, Alcohol Test, and such other medical tests as may be deemed necessary or appropriate, through authorized or appointed authority and you shall abide by such decision.

17. You will be eligible for leave and benefits as per prevailing Company's policy.

18. You will not place yourself under pecuniary obligation to any person/client with whom you may be having official dealings or otherwise accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the Management. Any dispute between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of the competent court in Bangalore.



*[Signature]*  
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19. You will automatically retire from the service of the company on attaining the age of 60 years.
20. The Company reserves the right to change, modify or frame any rule or policy that it might deem fit for the benefit of the organization without any prior intimation.
21. You are required to execute the confidentiality and secrecy bond as part of your employment with JSFB.
22. In accordance with the standard practice of the Company we request you to treat the terms of your employment as confidential. If the above offer, is acceptable to you, please sign and return to us the duplicate copy in token of your acceptance of the terms and conditions of employment within 7 working days, failing which the offer would stand null and void/lapsed. Also, please note that in case, you do not join on or before the given date, please note that the offer would stand withdrawn.

Please note that "as an employee of Jana Small Finance Bank Ltd. ("Company") your salary account will be opened with Jana Bank and all the employments and expenses reimbursement/s by the company shall be credited into the salary account. The bank at its sole discretion may choose to offer various services such as Debit Card, Prepaid Card and other transaction facilities (NEFT/RTGS/IMPS) at no cost to the employee" During your employment in the Company, you may be considered for Awards and Rewards, including stock option / stock purchase. In the event of the Bank determining in its reasonable discretion, that you are in material breach of all or any of Bank's policies and procedures, employment offer and code of conduct, the entitlement to the Awards and Rewards will lapse entirely, without any due course for the same in future. In the event of having exercised the specified Awards and Rewards issued to you, the Bank reserves the right to recover, partially or fully, any shares or benefits that you have received, without paying any compensation.

We look forward to your fruitful and long association with the company.  
Yours Sincerely,

For Jana Small Finance Bank Limited,

**Usha Sonavaria**  
**Chief Human Resources Officer**

I have read, understood and agree to abide by the aforesaid terms and conditions of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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Sree Saraswathi Thyagaraja College  
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Thippampatti, POLLACHI - 642 107,

Registered Office:

Jana Small Finance Bank Ltd.

The Fairway Business Park, # 10/1, 11/2 & 12/28, 6th  
Dornkur, Koramangla Inner Ring Road, Next to Embassy Golf

T: +91 80 4602 0100

E: info@janabank.com

W: www.janabank.com





## Annexure I

**Name :** Mr.Prashanth N  
**Job Role :** CRES - Two Wheeler Finance  
**Job Grade :** 1B  
**Designation :** Senior Officer  
**Function :** Two Wheeler Finance

Component	Yearly value	Monthly value
Basic	1,20,000	10,000
House Rent Allowance	48,000	4,000
Special Allowance	1,03,398	8,617
Statutory Bonus	7,002	584
<b>Gross Salary</b>	<b>2,78,400</b>	<b>23,200</b>
Employer PF Contribution	21,600	1,800
<b>Total Fixed Pay</b>	<b>3,00,000</b>	<b>25,000</b>

### PLEASE NOTE:

1. Your contribution towards Provident Fund, including Pension Fund shall be deducted from basic salary towards @ 12%.
2. TDS and Professional Tax as applicable shall be deducted as per prevailing tax rules.
3. It is mandatory to provide pan card or proof of pan application (application acknowledgement copy). Minimum 20% tax shall be deducted in absence of pan number, which will continue to be deducted till the time the pan card is submitted.
4. Variable Pay as per prevailing Jana Small Finance Bank Bonus Policy will be payable based on your performance and company's performance.
5. You will be covered under prevailing group medi-claim insurance and group personal accident insurance policy of the company.

### Malus & Clawback:

In the event of negative contributions to the Bank or any material breach, the payment of any variable compensation including ESOPs, if any, in that year will be subject to malus & clawback arrangements. In addition, in the event of any material breach of conduct by you, such compensation, if any, would be subject to malus & clawback arrangements. This is applicable even after the employee leaves the bank and such instances come to light.

For Jana Small Finance Bank Limited

  
**Usha Sonavaria**



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### Registered Office:

**Jana Small Finance Bank Ltd.**  
 The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
 Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

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 EInfo@janabank.com  
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Chief Human Resources Officer



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EInfo@janabank.com  
Wwww.janabank.com





## Annexure II

### Flexible Benefits Plan Policy (FBP)\*

Reimbursements and allowances that are currently entitled and may be claimed under FBP	Maximum Limit	Eligible Designations
Company Car Lease	Please refer to Car Lease Policy	
Children's Education Allowances	1,200 / 2,400 per annum (As defined in the Policy)	All
Children's Hostel Allowances	3,600 / 7,200 per annum (As defined in the Policy)	All
Food Coupons	18,000, 30,000, 42,000 per annum (As defined in the Policy)	All
LTA	60,000 per annum	All
Driver Salary (personal car)	10,800 per annum	Assistant Manager and Above
Petrol Reimbursement and Repairs & maintenance (Car with less / equal / more than 1600 CC)	21,600, 28,800 per annum (As defined in the Policy)	Assistant Manager and Above
Professional Education Development Expenses	36,000 per annum	All
Books & Periodicals Reimbursement	36000 per annum	All
Telephone & Mobile Reimbursement	36000 per annum	All
Internet / Broadband Bill Reimbursement	36000 per annum	All

Note- \*the table is summary only of components under Flexi Benefit Plan that you may opt for currently, and their corresponding limits and eligibility based on designations. Please refer detailed policy Flexi Benefits Policy document for more information.

1. FBP would work purely based on individual declarations and initiative. If no declarations or supporting documents are provided, then the allowance will be paid as a taxable component. If declaration is provided and claims are not submitted by March, the balance eligibility of FBP components will be paid as taxable.
2. The final decision of clearing will be as per the Income Tax ruling.

For Jana Small Finance Bank Limited,

**Usha Sonavaria**  
Chief Human Resources Officer



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## Annexure III

Name : Mr.Prashanth N  
Job Role : CRES - Two Wheeler Finance

### Jana Small Finance Bank – Bonus Structure

The potential variable pay for Band 1 is up to 10% of the Total Fixed Pay (TFP), subject to satisfactory Individual performance and Bank's performance.

Please refer to policy document – *Bonus Policy* for more details. The Variable pay policy is subject to review and change from time to time.

For Jana Small Finance Bank Limited,

Usha Sonavaria  
Chief Human Resources Officer



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paise ki kadar



Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballapuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpattu Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: April 22, 2021

**Private & Confidential**

**SatheeshKumar K**

**3/204 ayyadevan thottam kinathukadavu Coimbatore**  
**3/204 ayyadevan thottam kinathukadavu Coimbatore,**  
**Pollachi,**  
**Tamil Nadu,**  
**India - 642120**

**Document ID - 10c4a6fe-712b-492e-898a-b465ea3bb487**

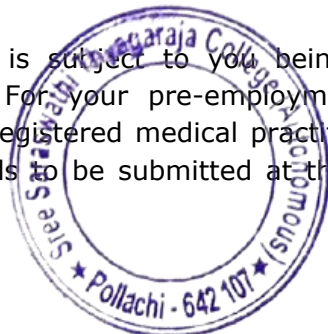
**Dear SatheeshKumar,**

- With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **Analyst**. You are required to report on April 28, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**

- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference

- 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



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# State Street HCL Services

## Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballipuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Colmbatore : Module I-3, 2nd Floor, Tidel Park Colmbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.



A handwritten signature in green ink, consisting of a stylized 'A' followed by a long horizontal stroke.

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Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballapuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpatt Taluk, Kancheepuram Dist. Chennai – 603 103, India  
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.  
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.  
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. 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**



Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpeta Taluk, Kancheepuram Dist. Chennai – 603 103, India  
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.  
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.  
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

**Review shall be deemed to be changed with the change in position / process / function.**

- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** 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 month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.
- 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 **State Street HCL Services (India) Private Limited**, 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 **State Street HCL Services (India) Private Limited 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 as per 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

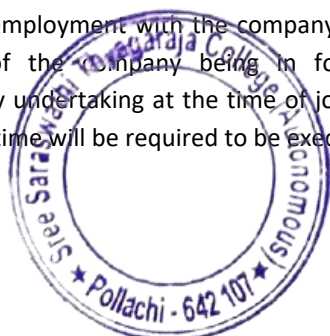


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Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpatt Taluk, Kancheepuram Dist. Chennai – 603 103, India  
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- 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 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 - and - 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.





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- 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 **Coimbatore**, 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 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:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers
  - 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.



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SIGNATURE OF EMPLOYEE:



# State Street HCL Services

## Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India  
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**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 Statestreet HCL Services**



Amrita Das

Vice President, Head-Global Rewards



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## DECLARATION

I, SatheeshKumar K, 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.



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### Annexure II

#### LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

#### PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
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

#### Additional documents (To be submitted on request)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- 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

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- 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



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# State Street HCL Services

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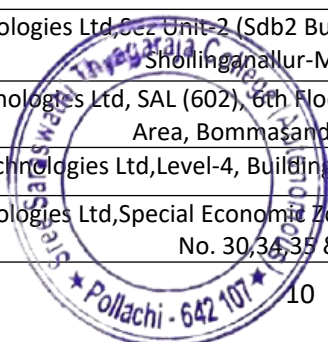
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

S. No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	2
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Relieving Letter/ Resignation Acceptance-FOR EXPERIENCED EMPLOYEES (With LAST WORKING DATE clearly mentioned - From Immediate LAST EMPLOYER ONLY )	1
4	PAN Card	2
5	Passport – First and last page – Name and Date of Birth Proof.	2
6	10 <sup>th</sup> Mark Sheet	1
7	12 <sup>th</sup> Mark Sheet	1
8	<b>Address Proof:</b> Any Govt. photo ID / address proof e.g. Passport, Driver's License, Voter ID card, electricity bill of last 3 months, etc. *Please note that we do not accept the Adhaar Card as ID or address proof.	2
9	Highest Qualification Mark-sheets/Degree/ PDC - For Fresher's Only	1
10	Passport Size Photographs (white background)	7

- 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 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.

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.

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), Eclot-Special Economic Zone, 602/3, Sholingnallur Village, Sholingnallur-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, 5th Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level-2, Hitech City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500080



SIGNATURE OF EMPLOYEE:

**HCL**



# State Street HCL Services

## Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

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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, 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 : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

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).



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## 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.

**Advance Statutory Bonus** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

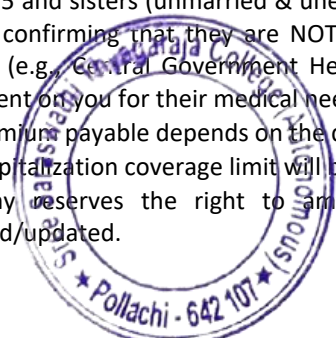
**Attendance Allowance** Attendance Allowance is payable max. up to INR.1000/- per month.

**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.

**Compensatory Allowance** 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.



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- 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

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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