KG Information Systems Private Limited

KGiSL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)
#365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA
Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, E-mail : info@kgisl.com, Website : www.kgisl.com

Ref No: HR/APP/VBT/147/21
2nd August, 2021

To

Dhivya Aarthi I
346/3, Saravana Engg Compound
Marapattai, Udumalai Rd
Pollachi
Coimbatore - 642001

Dear **Dhivya,**

We are impressed with your credentials, and take pleasure to offer you an appointment at KG Information Systems Private Limited as **"Junior Process Associate"** on the following lines.

Place of Work: Your current place of work will be KGISL, Saravanampatti, Coimbatore - 35.

Pay and Benefits:
Your monthly Cost - to- Company (CTC) will be **Rs. 15,150/-** (Rupees Fifteen Thousand One Hundred and Fifty only) for the first three months and from the fourth month onwards, your CTC will be revised to **Rs. 17,400/-** (Rupees Seventeen Thousand and Four Hundred only). You will also be eligible for a Variable Performance Incentive of Rs. 4,000/- (Rupees Four Thousand Only) after 6 months of service, **subject to meeting process-specific incentive criteria.** You are also eligible for a loyalty bonus of **Rs.12,000/-** (Rupees Twelve Thousand Only) on successful completion of each year.

Your CTC breakup is attached in Annexure B. Your compensation is based on your profile and the nature of the assignment and may have no relation to that of others. Hence you are required to keep it confidential.

You will be on training for 3 months from the date of Joining, on your successful completion of the training period, you will proceed with the probation period. Your probation period is 6 months, if required this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice or assigning any reason thereof. Your confirmation of services would be subject to your performance meeting the requisite standards, which will be in writing.

Your appointment will be governed by the terms and conditions of the employment which is attached as Annexure A. You will also be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. On acceptance, please sign a copy of this offer of appointment and return the same to the undersigned.

Yours sincerely,
For KG Information Systems Private Limited

Dhanuskodi Ramagopal
General Manager - HR

I accept the offer on the terms and conditions and shall report to work on or before _____

Attested

HEAD OF THE DEPARTMENT
B.Com (Computer Applications)
Sree Saraswathi Thyagaraja College
POLLACHI - 642 107

We make IT happen

SW-SEI-CMM Level 4 COMPANY

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

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Salary Annexure B
Compensation & Benefits

BSS - VBT			
CTC		15150.00	
Salary Components	BASIC	5270.00	63240.00
	HRA	3950.00	47400.00
	TA	530.00	6360.00
	SPL ALL	1240.00	14880.00
	EDU ALL	200.00	2400.00
	BONUS	1980.00	23760.00
GROSS		13170.00	158040.00
Less Deductio	ESI	99.00	1188.00
	PF	1106.00	13272.00
TAKE HOME		11965.00	143580.00
Employer Contributions	ESI	428.00	5136.00
	PF	1199.00	14388.00
	Gratuity*	253.00	3036.00
	Insurance **	100.00	1200.00
	Yearly Loyalty Bonus***		12000.00
CTC		15150.00	193800.00

For KG Information Systems Private Limited

Dhanuskodi Renugopal
General Manager - HR

Note:
1. Rate of Professions Tax will vary based on Govt rules
2. Rate of TDS is subject to Declaration and submission of related information and documents by employee
3. * Gratuity @ 15 days Basic salary for every completed year of service, payable after completion of 5 years of service.
4. ** Medical Insurance will be covered on compleation of three months
5. *** Yearly Loyalty Bonus will be paid year on year after compleation one year Service
6. Variable Performance Incentive of Rs.4,000/- will be paid after 6 months of service, subject to meeting Process - Specific Incentive Criteria

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Aparajitha

ADSL/FSS/284835/G46847

01/08/2021

To
Mr.Gopinath P
S/o Mr.Papusamy
Coimbatore

We refer to your application and after careful consideration of the same; we wish to inform you as follows:

1. This company has entered into a contract with **M/s. Sundaram Finance Ltd** for undertaking the work schedule of sales canvassing, customer relations management, back end support, data entry, marketing, clerical activities for a period from **01/10/2019 to 30/09/2022.**

2. Thus you would be aware that the work of this company in regard to the aforementioned work schedule is expected to last for the duration of this said contract period only.

3. In order to carry out the terms of such contract referred to above, it is necessary for this company to engage the persons depending upon their qualifications and suitability for the work schedule arising from the said contract.

4. During the interview you had with the company, it has been judged that you are capable of fulfilling the requirements of **Sales Associate** in order to enable the company to carry out the obligations arising from the aforementioned contract between this company and **M/s. Sundaram Finance Ltd.**

5. You have also expressed your willingness to offer your services in the capacity of **Sales Associate** to this company on ***Fixed – Term Service basis*** for attending the work arising out of the said contract referred to above for the duration of the contract.

6. In the circumstances you are appointed as **Sales Associate** with effect from **01/08/2021** subject to the following conditions.

a. You are hereby appointed in the post of **Sales Associate** for a Fixed – Term upto **30/09/2022** to enable the company to fulfill its obligations arising out of and under the contract dated **01/10/2019** between this Company and **M/s. Sundaram Finance Ltd.** Therefore, your employment with this company will be for the duration upto the mentioned appointment period. However, in the event of your services being required to meet the obligations agreed under the said contract, the Management reserves their right to extend your employment for such further period/ periods as may be necessary in the event of the aforementioned circumstances. In that case, you shall be informed in writing accordingly in regard to the extension/ extensions, if any, of your employment with this company and also the duration of the said extension. Upon your acceptance of such extension you shall continue in the service of this company on the same terms and conditions mentioned herein for the said duration, which will be indicated in the order of extension.

b. It is made clear that your employment on Fixed – Term will be in force during the subsistence of the contract between this company and **M/s. Sundaram Finance Ltd.** and therefore your employment will be terminated with the cessation of *the mentioned appointment period.*

c. *However, notwithstanding anything contained herein, in the event of the Management deciding in its business interests to discontinue the referred contract or the referred contract being brought to an end by the other party of the contract for any reason, whatsoever, then your employment shall be shortened to that extent, with or without giving you any notice.*

d. You will be paid monthly salary as furnished:

No.	Details	Rs.
1	Basic Salary	**9925.00**
2	House Rent Allowance	**4075.00**
	Total	**14000.00**

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e. Statutory deductions for PF, ESI and any other deductions, if any and authorized deductions for any benefits availed by you will be made out of the remuneration payable to you.

f. You will be entitled for the above mentioned remuneration only for the actual days worked and for the sanctioned entitlement of leave as per Company's Rules. Absence from work will not qualify for any payment for that day/ days. The divisor for arriving for per day salary shall be the number of maximum calendar days available in the month.

g. You will be entitled for reimbursement of traveling allowance as per the Company's Rules.

h. During your employment, your initial place of posting is in **Coimatore CAR** region, your place of work can be changed as per the requirement of this company or as may be desired by **M/s. Sundaram Finance Ltd.**

i. During the period of your Fixed – Term service with us you will have to work sincerely, efficiently, diligently and with devotion to achieve the norms prescribed and the goals of the company.

j. You will have to disclose to this company all information and inventions which come to your notice while performing the work.You shall not disclose any of the confidential information pertaining to our company / Client Company to any outside party and use such information only in connection with your regular work. In case of any breach of this provision, you are fully liable for such violation and have to fully indemnify the party concerned against all costs without any limitation. This clause shall survive even after termination of this employment contract.

k. You shall not get yourself engaged in any part time employment, self employment, or in any professional consultancy work at any place with any individual or group during the period of employment with this company, without prior permission of the Management on duty days or on holidays or when you are on leave.

l. You will be responsible for the safe custody of the tools and / or materials and other material objects entrusted to you and in case of any damage or loss of the same, the Management shall have the right to ask you to replace / make good the same from out of your remuneration besides taking any other disciplinary action as may be deemed fit and proper.

m. You are bound by the Leave Rules, other Rules, Regulations, Orders, Circulars, Certified Standing Orders, whether in vogue or to be introduced later, including the amendments, made thereon, from time to time and discipline of the company, which in force now or which may come into effect in future.

n. In case you wish to leave the services of this company, you shall give one month's notice or give one-month remuneration in lieu of notice. However, the Management has the right to accept notice of a lesser period or lesser amount than prescribed.

o. In case you are absenting yourself from work without information or permission, in writing, from the concerned authorities, for more than 10 days, it shall be concluded that you are no longer interested to continue your services with the company and you will be relieved from the services of the company with immediate effect.

p. If and when any information furnished by you, in your application, regarding your qualification, previous experience, employment etc., are found to be incorrect or not true, you will be liable for termination and / or for such other action the Management may deem fit.

q. In case, your performance in work is not upto the reasonable expectation of the Management, your services can be shortened, without giving you any notice and without payment of any compensation to you.

r. Your services can also be shortened in case **M/s. Sundaram Finance Ltd**, with whom the contract has been entered to carry out their work, by our company, if instructions are received from the said company, not to engage for carrying out their said work on the ground that you breached either the norms of behavior, discipline, rules and regulations, or all prescribed by them, without giving you any notice or without payment of any compensation to you.

s. You shall not commit any misconduct nor shall you commit any act which will affect the discipline or work of the company in any manner whatsoever. If so, you will be liable for punishment for such misconduct as per the rules and regulations/ standing orders of the company, whether applicable now or introduced/amended later in the company or as amended from time to time.

t. In case the above terms and conditions are acceptable to you, please return the duplicate copy of this Order after affixing your signature in token of your having accepted the same.

For Aparajitha Dynamic Energies (P) Limited

Authorised Signatory

Attested

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Pollachi - 642 107

PRINCIPAL
Sree Saraswathi Thyagaraja College
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Thippampatti, POLLACHI - 642 107.

I have read the above terms and conditions of the employment and voluntarily accepted the same.

(Signature)

From:-

Lavanya Shanmugasundaram
3/330, Thangavel Colony, Chinnampalayam, Makkinampatti, Coimbatore - 642003

To:-

M/s TTF Technologies Pvt. Ltd.

Chennai

Dear Sir/Madam,

Sub: Letter of Undertaking

Apropos the letter of appointment **2020/12/CAMP/005** dated **18-Dec-2020** issued by you and my letter of consent dated _____/_____/**2020** agreeing to take up the appointment as per the terms and conditions of the offer letter.

I hereby undertake to abide by the following conditions as stipulated for the employees joining as trainees in TTF Technologies Pvt. Ltd.:

1. That the working days will be 6 days a week (Monday to Saturday) with Sunday as weekly off for a period of one year from my date of joining and till I am promoted as Associate Consultant.
2. I understand and agree that my employment with TTF as Trainee Software Engineer is subject to my completing the Final Year Examination of my Degree Course, without arrears, and producing to TTF the valid proof of the same. I understand and agree that till such time my engagement with TTF is purely temporary, and if I am unable to submit the relevant proof within a reasonable time from the date of declaration of results, my services are liable to be terminated forthwith and the clause of 2 month notice period will not be applicable.
3. I understand and agree that the payment of the "Special Incentive" component of my CTC (refer to the offer of employment dated duly accepted by me) is payable only after my successfully completing 2 years of continuous service with TTF. In case of the cessation of my service, on any account prior to completion of 2 years, I understand and agree that I will not eligible to receive the payment of the special incentive.
4. I understand that I will be considered "on probation" from the date of my joining the company till completion of 2 years and/or my elevation as Associate Consultant, whichever is earlier. In the case my leaving the company during the period probation, I will not be entitled to any "Reference" or "experience" letter from the company."
5. I will not disclose any customer information of TTF Client to any other person except as authorized under the Act , and I will continue to maintain such confidentiality obligations even after termination or cessation of my employment.

The above undertaking is given by me after full understanding and of free will and without any coercion.

Yours faithfully

Attested

Signature

Name: Lavanya Shanmugasundaram

Address: 3/330, Thangavel Colony, Chinnampalayam, Makkinampatti, Coimbatore - 642003

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TTF TECHNOLOGIES
Technology.Consulting.Solutions

Development Center
Module 309 & 310, NSIC Software Technolo
Business Park, Sector B24,
Guindy Industrial Estate,
Ekkaduthangal, Chennai - 600032
+91 44 2225 2051

EMPLOYEMENT OFFER LETTER

TTF Ref: 2020/12/CAMP/001

December 18, 2020

Rajakohila Gnanasundaram

3/70C, SPL Nagar, Gomangalampudur, Coimbatore - 642107

Confidential

Dear **Rajakohila Gnanasundaram**,

In accordance with our discussions, we are pleased to offer you employment opportunity on full-time basis with TTF Technologies Private Limited (**'TTF'** or **'Company'**) starting from **January 04, 2021** (or such other date as may be communicated to you by the Company), as per details given below.

A. Your current designation will be **Trainee - Software Engineer**

B. You will be required to work at the Company's offices in **Chennai - NSIC**

C. Your all-inclusive annual cost to company will be **INR 254312/- (Rupees Two Lakh FiftyFour Thousand Three Hundred Twelve Only)** which would comprise your salary, applicable statutory benefits if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

You are requested to report on **January 04, 2021** not later than **10.00 AM** in the address mentioned below.

IMPORTANT NOTE:
Please note that this offer is subject to your successfully completing your Final Year Examination of your respective Degree Course, without arrears, and producing to us the valid proof of the same. Until such time, your engagement with us will be treated as purely temporary. If the valid proof of successful completion of the Degree Course is not submitted within a reasonable time from the date of declaration of results, your services will be terminated forthwith and the clause of 2 month notice period will not be applicable.

Please note that your name mentioned in the offer letter will be used to create your employee records in TTF and the same will be continued for all the correspondence purpose. In case you need a change in the particulars; please submit the relevant proof to amend the records. Please note that post joining, no changes can be made in the records. The name provided by you should match with the necessary documents such as Passport, education certificate, Pan card etc.,

Please bring the documents as specified in the Annexure A to complete your joining formalities.

Attested

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

PRINCIPAL
Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

Registered Office
TTF Technologies Private Limited
Door No 1B, Thiruttani Nagar Palar Street,
Zamin Pallavaram, Chennai-600117
tel: +91 44 2225 2051
mail: info@ttftechnologies.com
web: www.ttftechnologies.com

CIN : U72200TN2015PTC112
GSTIN : 33AAFCT8863J1

TTF TECHNOLOGIES
Technology.Consulting.Solutions

Development Center
Module 309 & 310, NSIC Software Technolo
Business Park, Sector B24,
Guindy Industrial Estate,
Ekkaduthangal, Chennai - 600032
+91 44 2225 2051

The breakup of your all-inclusive annual Cost to the Company (CTC) is as follows:

Rajakohila Gnanasundaram

Trainee - Software Engineer

Total Annual Cost to the Company (CTC) from TTF Technologies Private Limited : **INR 254312**

Monthly Components	Per Month (INR)	Annualized (INR)
Basic Salary	6250	75000
House Rent Allowance	3125	37500
Special Allowance	5726	68712
Other Allowance & Reimbursements *	0	
Gross Pay	**15101**	**181212**
TTF contribution to PF	750	9000
Gratuity Accrual	301	3608
ESI	491	5889
Special Incentives ##	4167	50000
Total Fixed Compensation (TFC)	**20809**	**249709**
Medical, Accident Insurance Premium		**4603**
Total Cost to Company		**254312**

* You may choose any of the following optional components that are part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable after withholding taxes.

Subject to Project Contribution and completion of successful 12 calendar months

Other Allowance & Reimbursements	Maximum Limit per Annum (INR)
Leave Travel Assistance (LTA)	0
Vehicle Maintenance – if applicable	0
Driver Salary reimbursement – if applicable	0
Communication Expenses (Telephone, Internet and Broadband)	0
Professional Development Allowance	0

Attested

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LAKSHMI TEXTILES

JOB OFFER LETTER

From:

N. Gowtham

Managing Director,

Lakshmi Textiles,

Negamam

07.04.2021

To:

Ramya. K

1/425, Thirumalaisamy layout,

Sungam-642103

Pollachi TK

Coimbatore

Dear Ramya,

With great pleasure, I extend the following employment offer to you Position Accountant. Start date No later than 12.04.2021 Salary: 1 lakhs to 1.5 lakhs per year This employment offer is contingent upon the successful completion of This offer is not a contract of employment and either party may terminate employment at any time, with or without cause

Sincerely,

Lakshmi Textiles

Managing Director

Attested

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LETTER OF INTENT

CIN: U74999PN2008PTC132520
Ref.: Samyuktha S
Date: 14-09-2021

Dear Candidate, Samyuktha S

Sub: Letter of Intent for your selection with Capgemini Business Services India Limited ("The Company")

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Associate.

In terms of the understanding between the Company and Global Talent Track Private Limited (GTT), you will undergo Training with GTT and upon your satisfactory completion of the same; the Company will be pleased to make you an offer of employment subject to the following conditions being satisfied:

1. You shall attend and participate in all the classes and sessions of the Training Course to undergo and successfully clear the periodical assessment of your performance, both written and practical, as per the training schedule and curriculum of the Training Course.
2. You shall successfully complete your graduation without any backlog with an aggregate of minimum 60% marks
3. You shall successfully clear background checks, have confirmation and authentication of your educational certificates from the schools, universities or institutions concerned from where you have cleared those courses, undergo and pass out medical fitness tests including drug tests and other hiring screens as per the applicable Company policies from time to time.
4. You have completed eighteen (18) years of age and have produced documentary proof for the same.
5. You shall submit relevant documents as prescribed by GTT and the Company.
6. You shall be flexible to work in any Shift of work, including, Night shifts.
7. You will be included in the training as per the requirement of the Company.
8. You shall fulfill any other criteria as set by the Company from time to time.

We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

Accepted and Agreed

With regards,
For Global Talent Track Private Limited

Kanchanaa S
Key Account Manager

Attested.

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Registered Office Address: Office No. 312-313, City Space, Nagar Road, Vadgaon Sheri, Pune - 411014

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HEAD OF THE DEPARTMENT
B.Com (Computer Applications)
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POLLACHI - 642 107

LAKSHMI TEXTILES

JOB OFFER LETTER

From:

N Gowtham

Managing Director,

Lakshmi Textiles,

Negamam

07.04.2021

To:

Santhiya S

Sri Nandha Coats, New Harijana colony,

Ponnachiur-642123

Pollachi TK

Coimbatore

Dear Santhiya,

With great pleasure, I extend the following employment offer to you Position Accountant Start date No later than 12.04.2021 Salary 1 lakhs to 1.5 lakhs per year This employment offer is contingent upon the successful completion of This offer is not a contract of employment and either party may terminate employment at any time, with or without cause

Sincerely,

Lakshmi Textiles

Managing Director

Attested

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POLLACHI - 642 107

Infosys
Navigate your next

HRD/InfosysBPM/1002218622

21-July-2021

Ms. Swetha Kiruthika

168, Ktl mill (opp) kalukarai road madathukulam

STRICTLY PRIVATE & CONFIDENTIAL

Dear Swetha Kiruthika,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	**Role**	:	**Process Excecutive**
b)	**Role designation**	:	**Process Excecutive**
c)	**Job Level**	:	**2B**
d)	**Date of Joining**	:	**23-July-2021**
e)	**Location of Posting**	:	**Bangalore**
f)	**Gross Salary per month**	:	**Rs. 19798/-**

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

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HEAD OF THE DEPARTMENT
B.Com | Computer Applications
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POLLACHI - 642 107

2018 - 21
batch

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5216583 /883511,
11/26/2021,
Kalaiselvi Muthukumar
411 A, Marapettai Street, Udumalpet Road, Pollachi (TK),,

Trichy ,Tamil Nadu ,
India.

Confidential

Dear Kalaiselvi Muthukumar ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 11/29/2021 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

B) You will be required to work at the Company's offices in location Trichy IN

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 174662/- (Rupees One Lakh Seventy Four Thousand Six Hundred and Sixty Two only only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.

2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

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Dr. I. SIDDIQ, M.Com.,M.Phil.,M.B.A.,NET.Ph.D
Asso. Prof. of Commerce & Head
Department of Commerce
Sree Saraswathi Thyagaraja College
Pollachi - 642 107

E) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.)

A. Retention Bonus and will be fully taxable. This amount is fully recoverable if you leave the organization within 12 months from date of PAYOUT.INR. 25,000/- (Rupees Twenty Five Thousand Only) from the date of joining you would be entitled to receive a retention bonus of two years - On successful completion of

B. Joining Bonus- Not Applicable

C. Notice period buy Out : Not Applicable

D. Relocation- Not Applicable

G) Probationary Period:

1. from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration. six months You will be on probation for a period of

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

   a. You will submit relevant documents as mandated by the Company;

   b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;

   c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

   d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

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Asso. Prof. of Commerce & Head
Dept. of Commerce
Sree Saraswathi Thyagaraja College
Thippampatti, Pollachi - 642 107

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e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);

g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and

h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J) attached hereto. **Exhibit 1** Your employment with the Company will also be governed by the terms and conditions of employment contained in

K) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,

Brigade Metropolis, Summit – Tower 'A',

73/1, Garudacharpalya, Mahadevapura Post,

Whitefield Main Road,

Bangalore – 560048

Dr. I. SIDDIQ, M.Com.,M.Phil.,M.B.A.,NET.Ph.D
Asso. Prof. of Commerce & Head
Department of Commerce
Sree Saraswathi Thyagaraja College
Road, Thippampatti, Pollachi - 642 1

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2018 -21 batch

IPOINT

1st Mar 2021

To
ANEHA PRINCIA,
Chennai

Appointment Letter

Dear ANEHA PRINCIA,

With reference to your application for employment and the interview you had with us subsequently, we are pleased to offer you an appointment with One Point One Solutions Limited ("OPOS" "Company") as Customer Relationship Executive, at our Chennai office with effect from 1st Mar 2021. You will be reporting to Ops manager. Your employment with OPOS will be governed by the following terms and conditions, which were also discussed and agreed during your interview, and the same may be modified from time to time by OPOS in case including, but not limited to, of any changes in the process(s), business(s) and/or location(s) for which you have been appointed.

1. You will be employed with OPOS on an annual CTC of INR 180,000/- and monthly CTC of INR 15,000/-, which is inclusive of all allowances. **The monthly salary would be payable to you only after satisfactory completion of training and certification.** A detailed break up of your CTC along with the relevant deductions have been mentioned in Annexure-I (CTC Annexure) of this Appointment Letter.

2. The nature of duties and tasks required to be performed by you, during your employment with the company, are provided in detail in Annexure-II of this Appointment Letter. Your duties and/or tasks carry high responsibility and accountability on your part. You shall be required to meet the minimum target as per SLA's in any given month. The said minimum target shall be subject to timely revision by the management of the company, in view of the customers' requirements and business scenario. If you fail to achieve this minimum target, it shall be presumed that you have not worked for the proportionate period and, deductions would be made from your net salary accordingly.

3. You shall not, in any situation whatsoever, refuse to work or not work, as per the instructions of your reporting authority, when you are scheduled or required to work. In case you are found to have refused to work when you were scheduled or required to work, the same would be considered as your unwillingness to serve the company and amount to gross misconduct for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.

4. You shall also not refuse to perform any other additional duties and/or tasks, as per the instructions of your supervisor and in view of need of the company. In case you refuse to perform any such additional duties and/or tasks, it shall be considered as insubordination on your part and amount to gross misconduct, for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.

Dr. J. SIVEKUMAR, M.Com., M.B.A., M.Phil., Ph.D.
Asso. Prof. of Commerce & Head

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2018-21 batch

1POINT1

26th Mar 2021

To,
SADHANA KAMALI D,
Chennai

Dear SADHANA KAMALI D,

Appointment Letter

With reference to your application for employment and the interview you had with us subsequently, we are pleased to offer you an appointment with One Point One Solutions Limited ("OPOS" / "company") as Customer Relationship Executive, at our Chennai office with effect from 26th Mar 2021. You will be reporting to Ops Manager. Your employment with OPOS will be governed by the following terms and conditions, which were also discussed and agreed during your interview, and the same may be modified from time to time by OPOS in case including, but not limited to, of any changes in the process(s), business(s) and/or location(s) for which you have been appointed.

1. You will be employed with OPOS on an annual CTC of INR 168,000/- and monthly CTC of INR 14,000/-, which is inclusive of all allowances. **The monthly salary would be payable to you only after satisfactory completion of training and certification.** A detailed break-up of your CTC along with the relevant deductions have been mentioned in Annexure-I (CTC Annexure) of this Appointment Letter.

2. The nature of duties and tasks required to be performed by you, during your employment with the company, are provided in detail in Annexure-II of this Appointment Letter. Your duties and/or tasks carry high responsibility and accountability on your part. You shall be required to meet the minimum target as per SLA's in any given month. The said minimum target shall be subject to timely revision by the management of the company, in view of the customers' requirements and business scenario. If you fail to achieve this minimum target, it shall be presumed that you have not worked for the proportionate period and, deductions would be made from your net salary accordingly.

3. You shall not, in any situation whatsoever, refuse to work or not work, as per the instructions of your reporting authority, when you are scheduled or required to work. In case you are found to have refused to work when you were scheduled or required to work, the same would be considered as your unwillingness to serve the company and amount to gross misconduct, for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.

4. You shall also not refuse to perform any other additional duties and/or tasks, as per the instructions of your supervisor and in view of need of the company. In case you refuse to perform any such additional duties and/or tasks, it shall be considered as insubordination on your part and amount to gross misconduct, for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.

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Asso. Prof. of Commerce & Head
Department of Commerce
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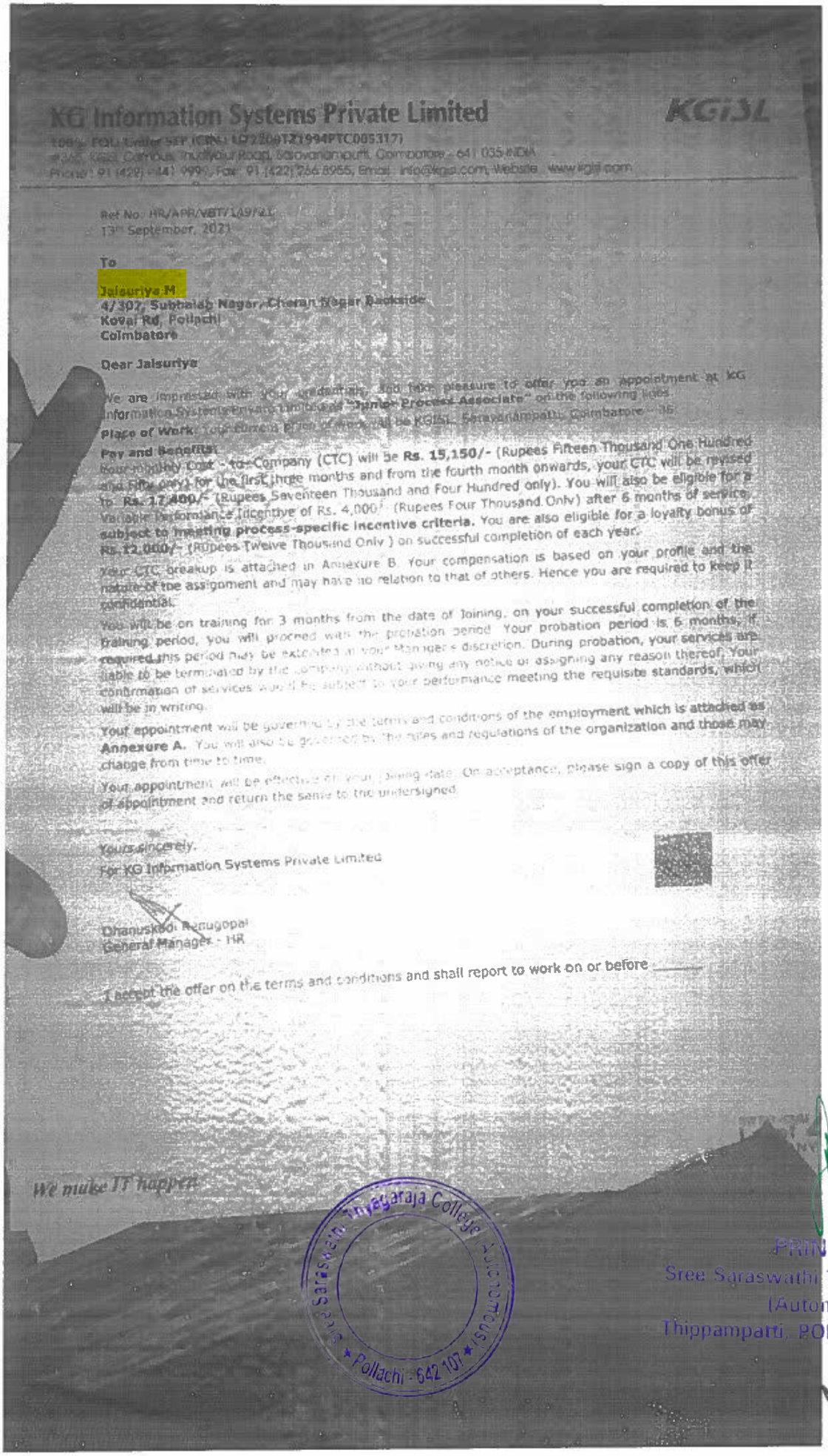

KG Information Systems Private Limited

KGiSL

Ref No: HR/APR/VBT/149/21
13th September, 2021

To
Jaisuriya M
4/307, Subbaiah Nagar, Cheran Nagar Backside
Koval Rd, Pollachi
Coimbatore

Dear Jaisuriya

We are impressed with your credentials and take pleasure to offer you an appointment at KG Information Systems Private Limited as **"Junior Process Associate"** on the following lines.

Place of Work: Your normal place of work will be KGiSL, Saravanampatti, Coimbatore - 35.

Pay and Benefits:
Your monthly cost - to-Company (CTC) will be **Rs. 15,150/-** (Rupees Fifteen Thousand One Hundred and Fifty only) for the first three months and from the fourth month onwards, your CTC will be revised to **Rs. 17,400/-** (Rupees Seventeen Thousand and Four Hundred only). You will also be eligible for a Variable Performance Incentive of Rs. 4,000/- (Rupees Four Thousand Only) after 6 months of service, **subject to meeting process-specific incentive criteria.** You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) on successful completion of each year.

Your CTC breakup is attached in Annexure B. Your compensation is based on your profile and the nature of the assignment and may have no relation to that of others. Hence you are required to keep it confidential.

You will be on training for 3 months from the date of joining. on your successful completion of the training period, you will proceed with the probation period. Your probation period is 6 months. If required this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice or assigning any reason thereof. Your confirmation of services would be subject to your performance meeting the requisite standards, which will be in writing.

Your appointment will be governed by the terms and conditions of the employment which is attached as **Annexure A.** You will also be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. On acceptance, please sign a copy of this offer of appointment and return the same to the undersigned.

Yours sincerely,
For KG Information Systems Private Limited

Dhanuskodi Renugopal
General Manager - HR

I accept the offer on the terms and conditions and shall report to work on or before _____

We make IT happen

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Infosys
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HRD/InfosysBPM/1002388056

13-September-2021

Mr. Muruganantham Ayyappan

1/295,Sakthi Soya Nagar, Ambarampalayam (PO) Pollachi (T.k), Coimbatore district

STRICTLY PRIVATE & CONFIDENTIAL

Dear Muruganantham Ayyappan,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	**Role**	:	**Process Executive**
b)	**Role designation**	:	**Process Executive**
c)	**Job Level**	:	**2B**
d)	**Date of Joining**	:	**15-September-2021**
e)	**Location of Posting**	:	**Bangalore**
f)	**Gross Salary per month**	:	**Rs. 19798/-**

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time.

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

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Sign your name

Justdial

To,
Pavithra. G
Coimbatore

Dear Pavithra.,

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

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

Your Employee Code is **10105526.**

1. Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **24-11-2021** and your place of posting is **Coimbatore.** The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

2. Compensation

Your consolidated compensation per annum on Cost to Company basis is **Rs. 216000 (Two lakh sixteen thousand only),**which is detailed in the Annexure. The payments of monthly remuneration, incentive and other payouts are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

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

3. Probation

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

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HRD/InfosysBPM/1002293184

19-August-2021

Ms. Anguvikashini K

A1/251 , Vijay nagar , Eripalayam, udumalpet 642126

STRICTLY PRIVATE & CONFIDENTIAL

Dear Anguvikashini K ,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	**Role**	:	**Process Executive**
b)	**Role designation**	:	**Process Executive**
c)	**Job Level**	:	**2B**
d)	**Date of Joining**	:	**24-August-2021**
e)	**Location of Posting**	:	**Bangalore**
f)	**Gross Salary per month**	:	**Rs. 19798/-**

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

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Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20217584202/Chennai/BPS/BPA
Date:09/08/2021

Dear Ms. Sandhya Kasiviswanathan Sandhya,

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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Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
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/DT20217584202/Chennai/BPS/BPA** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

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TCSL/DT20217584202

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KG Information Systems Private Limited

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, E-mail : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/ 03

To, R. Gayathri
1/2020, Ramandham Nagar,
Pollachi - 642123

Sub: Letter of Intent

Dear R. Gayathri

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 7th June **2021** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) at the end of each year.

The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining.

We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on 7th June **2021** and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

We make IT happen

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R. Gayathri
Offer Accepted

SW SEI - CMM Level 4 COMPANY

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HRD/InfosysBPM/1002246911

27-July-2021

Mr. Thenmoli Soundararajan

18, Subba Street Palani, Dindigul district. Pincode:624601

STRICTLY PRIVATE & CONFIDENTIAL

Dear Thenmoli Soundararajan,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	**Role**	**:**	**Process Executive**
b)	**Role designation**	**:**	**Process Executive**
c)	**Job Level**	**:**	**2B**
d)	**Date of Joining**	**:**	**29-July-2021**
e)	**Location of Posting**	**:**	**Bangalore**
f)	**Gross Salary per month**	**:**	**Rs. 19798/-**

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

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Sign your name

Cognizant

07-Jun-2021

Dear Aarthi N,
BCA, Computer Application
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395425

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-.** This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits.** Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-.** This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement.** You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

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(Autonomous)
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July 24,2021

SHRIRAM
A WINNING RELATIONSHIP

CONCODE : CONBA001449

Mr.**ANANDH S P**

4/366 Gandhipuram, Gandhi Nagar, Udumalpet,

Tiruppur,

Tamil Nadu-642154.

Mob No.: 8489449232

Dear **ANANDH S P ,**

Sub: Offer as "JUNIOR BUSINESS ASSOCIATE"

This is with reference to discussions we had had with you. In this connection, we are pleased to offer you an opportunity to be associated as **"JUNIOR BUSINESS ASSOCIATE"**in our organization under the following terms and conditions:

1. You will be appointed as our **"JUNIOR BUSINESS ASSOCIATE"** on Retainer ship basis for a period of 6 months. This term is subject to renewal at the sole discretion of the Management.
2. You shall be associated with our **UDUMALPET,** located at ESWAR COMPLEX, 2ND FLOOR NO. 21/11,BY PASS ROAD OPP TO CENTRAL BUS STAND UDUMALPET,UDUMALPET-642126 and shall report to Branch Head.
3. You shall handle all Business development and recovery functions of **UDUMALPET.**
4. You will be paid a consolidated retainership fee of **Rs.10480/-per month.**This fee is subject to TDS under the Income Tax Act.
5. You will be entitled for **Minimum Guaranteed Incentive(MGI) of Rs.500/- per month.** This will be paid alongwith Consolidated Retainership Fees and is adjustable against earned Incentives, if any and is subject to TDS under the Income Tax Act.
6. You will also be paid fixed amount for **Rs.2200/-** per month for **Petrol Reimbursement** subject to allotment of portfolios and production of RC and Driving Licence along with BH approval. This is also subject to TDS under the Income Tax Act.
7. This appointment is purely on contract basis and can be terminated by either party giving one month notice or compensation of one month retainer ship fee in lieu of notice.
8. You are requested to submit the Following Documents :
    1. Xerox of Pan card & Aadhaar card (compulsory).
    2. Copy of Address ID proof.
    3. Proof of Educational Qualification.
    4. Driving License submission is mandatory.
    5. Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.
We welcome you to our organization and wish you all success.

Best Wishes,

HR Department

(Accepted)

Disclaimer: Shriram Transport Finance Co.Ltd do not engage any consultants or agencies for recruitments.

** This is a system generated letter & does not require signature.

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KG Information Systems Private Limited

100% EOU Under STP (CIN : U72200TZ1994PTC005317)
#365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA
Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, E-mail : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/ 05

To,

A. Anisha
5/7, Tenemental block,
Pollachi

Sub: Letter of Intent

Dear A. Anisha

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 7th June **2021** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) at the end of each year.

The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining.

We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on 7th June **2021** and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

18/2/2021
Authorized Signatory

We make IT happen

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SW SEI - CMM Level 4 COMPANY

Cognizant

07-Jun-2021

Dear Balamuralidharan K,
BCA, Computer Application
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395431

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-.** This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-.** This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) programs. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

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a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

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Cognizant

11-Jun-2021

Dear **Boobala Kannan,**
BCA, Computer Application
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395433

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-.** This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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3.1 Cognizant Internship:

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3.3 GenC Training Post joining:

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We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

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June 9, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear GOKULA PRIYA,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program.** You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee – Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

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program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-.**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

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Ref: HR/EMP - 121/16.04.2021

Mr. T. Hari Saravana Perumal,
3/95-1, Bharathi Nagar,
A – Sangampalayam colony, Pollachi – 642002.
Ph: 8760766433.
Mail Id: harisaravanaperumal@gmail.com

Sub: Offer Letter

Dear Mr. Hari,

Congratulations! Further to the discussion we had with you and the subsequent training and selection process, we are delighted to offer you a position of **"Software Engineer Trainee"** with **EaziBiz Technologies Pvt Ltd. / EaziBiz Group.** Your location of reporting will be in **Coimbatore, Tamil Nadu, India** and the scheduled date of your joining the company is on or before **April 19th, 2021.**

Your gross salary will be Rs.10, 000 /- per month as a starting salary.

The terms & conditions of our Offer-of Employment to you are as follows:

01. Training / Probation Period

You will be on training / probation period of 3 months from the date of your joining the organization. The company may during the training / probation period periodically evaluate your performance. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

02. Compensation

Your total compensation will comprise base salary, variable performance pays and retiral benefits. The base pay, allowances and reimbursements will be governed by the prevailing employment policies of the company as in force time to time.

Your renumeration is strictly confidential between you and the company. You are obliged to maintain absolute secrecy of the terms and conditions herein; failure to do so will invite disciplinary action and may at the sole discretion of the company even result in termination of your services

03. Extended Benefits

During your employment tenure with us, you may be covered under company provided insurance which will be given after your job is confirmed. or ESIC/PF as applicable for the position you are hired.

The aforementioned perquisites are subject to alteration and amendment.

04. Salary revision, Benefits & Promotions

Your growth in the company and salary shall be reviewed on an annual basis and you shall be notified of the

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amount of your salary entitlement for the succeeding year, depending on your performance, contribution to the company and company performance.

05. Eligibility

This offer of employment is valid subject to your scoring a minimum of 65% aggregate on the Final Degree Examination and 60% consistently from Class X or equivalent. Waiver of the eligibility criteria is at sole discretion of the Company. This clause (5) is applicable only for 'Freshers'.

06. Retirement

You will retire from the services of the company on attaining the age of superannuation

07. Working Hours:

Monday – Friday – 09.00 AM to 06.00 PM
Saturday – 09.00 AM to 05.00 PM

Working Days 5 day and 6 day working alternatively (i.e. alternate Saturdays shall be holidays – subject to alteration and amendment as per project requirements. 6 day working during training period.)

The employee shall, if and when so required by the Management, work for such further period over and beyond such regular working hours as need to fulfill the project goals.

You will be entitled to 15 days of General Leave subject to the terms and condition as per the prevailing leave policy.

08. Integrity

Each employee at EaziBiz Group is committed to ensure 'Integrity' in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with EaziBiz Group. You are required to read& agree to and sign the code of conduct as listed in the service agreement.

09. Conditions of Hire

a. The assignment offered to you is on a full-time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, whether full-time or part-time, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company. You must obtain prior written consent from the company in above mentioned cases, 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.

b. Further, if you have any trade or business interest and have any existing connection or future connection (directly or indirectly) with the Company as customers, suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, if there is a present connection and inform the management of the Company on

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becoming aware of any proposed transactions through such relations in the future.

c. You will have to agree to serve the company for a minimum period of 2 years from the date of your joining. Further, if the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with EaziBiz Group and/ or undertake a business that is in competition with EaziBiz Group. In the event you leave the Company within 2 years after such training period as mentioned in this clause 1.3, the Company will be entitled to recover the costs from you, incurred by the Company towards such training; you may be required to sign a bond to that effect.

d. Your successful completion of your current degree and submission of final semester marks sheet and provisional degree certificate/course completion certificate on or before 19/04/2021 and degree certificate on or before 19/04/2021 if applicable.

10. Transferability

Initially you will be posted at our Coimbatore location, however you may be transferred to provide your services to any of our existing/ future establishments, sister concerns of EaziBiz Group or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfill the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy

11. Information

In accordance with the provisions of the Companies Act 1956, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. You are also required to disclose information regarding any posts held by you including any honorary position.

12. Termination

The notice period for termination of employment on either side will be three months. When payment in lieu of notice is offered by the management or the employee, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

13. Personal Information

This employment offer is made based on the information given by you in the EaziBiz Group job application form submitted to us. In case company finds at any time, the information given by you is not correct, untrue or incomplete, the company shall have the right to dismiss you from your employment at any time without notice or salary in lieu of notice period.

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September 02,2021

SHRIRAM
A WINNING RELATIONSHIP

CONCODE : CONBA001774

Mr.**NATRAYAN M**

No 35/4, Nallur, Pushpathur,,

Palani,

Tamil Nadu-624618.

Mob No.: 9095018985

Dear **NATRAYAN M** ,

Sub: Offer as "JUNIOR BUSINESS ASSOCIATE"

This is with reference to discussions we had had with you. In this connection, we are pleased to offer you an opportunity to be associated as **"JUNIOR BUSINESS ASSOCIATE"**in our organization under the following terms and conditions:

1. You will be appointed as our **"JUNIOR BUSINESS ASSOCIATE"** on Retainer ship basis for a period of 6 months. This term is subject to renewal at the sole discretion of the Management.
2. You shall be associated with our **UDUMALPET**, located at ESWAR COMPLEX, 2ND FLOOR NO. 21/11,BY PASS ROAD OPP TO CENTRAL BUS STAND UDUMALPET,UDUMALPET-642126 and shall report to Branch Head.
3. You shall handle all Business development and recovery functions of **UDUMALPET**.
4. You will be paid a consolidated retainership fee of **Rs.10480/-per month.**This fee is subject to TDS under the Income Tax Act.
5. You will be entitled for **Minimum Guaranteed Incentive(MGI) of Rs.500/- per month.** This will be paid alongwith Consolidated Retainership Fees and is adjustable against earned Incentives, if any and is subject to TDS under the Income Tax Act.
6. You will also be paid fixed amount for **Rs.2200/-** per month for **Petrol Reimbursement** subject to allotment of portfolios and production of RC and Driving Licence along with BH approval. This is also subject to TDS under the Income Tax Act.
7. This appointment is purely on contract basis and can be terminated by either party giving one month notice or compensation of one month retainer ship fee in lieu of notice.
8. You are requested to submit the Following Documents :
    1. Xerox of Pan card & Aadhaar card (compulsory).
    2. Copy of Address ID proof.
    3. Proof of Educational Qualification.
    4. Driving License submission is mandatory.
    5. Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.
We welcome you to our organization and wish you all success.

Best Wishes,

HR Department

(Accepted)

Disclaimer: Shriram Transport Finance Co.Ltd do not engage any consultants or agencies for recruitments.

** This is a system generated letter & does not require signature.

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Ref: HR/EMP - 120/16.04.2021

Mr. S. Sivaraj,
1214/A, Thirumurugan Nagar,
Pappankulam – 642204.
Madathukulam (TK)
Tirupur (DT).
Ph: 8072194529
Mail Id: sparklercva@gmail.com

Sub: Offer Letter

Dear Mr. S. Sivaraj,

Congratulations! Further to the discussion we had with you and the subsequent training and selection process, we are delighted to offer you a position of **"Software Engineer Trainee"** with **EaziBiz Technologies Pvt Ltd. / EaziBiz Group.** Your location of reporting will be in **Coimbatore, Tamil Nadu, India** and the scheduled date of your joining the company is on or before **April 19th, 2021.**

Your gross salary will be Rs.10, 000 /- per month as a starting salary.

The terms & conditions of our Offer of Employment to you are as follows:

01. Training / Probation Period

You will be on training / probation period of 3 months from the date of your joining the organization. The company may during the training / probation period periodically evaluate your performance. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

02. Compensation

Your total compensation will comprise base salary, variable performance pays and retiral benefits. The base pay, allowances and reimbursements will be governed by the prevailing employment policies of the company as in force time to time.

Your renumeration is strictly confidential between you and the company. You are obliged to maintain absolute secrecy of the terms and conditions herein; failure to do so will invite disciplinary action and may at the sole discretion of the company even result in termination of your services

03. Extended Benefits

During your employment tenure with us, you may be covered under company provided insurance which will be given after your job is confirmed. or ESIC/PF as applicable for the position you are hired.

The aforementioned perquisites are subject to alteration and amendment.

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04. Salary revision, Benefits & Promotions

Your growth in the company and salary shall be reviewed on an annual basis and you shall be notified of the amount of your salary entitlement for the succeeding year, depending on your performance, contribution to the company and company performance.

05. Eligibility

This offer of employment is valid subject to your scoring a minimum of 65% aggregate on the Final Degree Examination and 60% consistently from Class X or equivalent. Waiver of the eligibility criteria is at sole discretion of the Company. This clause (5) is applicable only for 'Freshers'.

06. Retirement

You will retire from the services of the company on attaining the age of superannuation

07. Working Hours:

Monday – Friday – 09.00 AM to 06.00 PM
Saturday – 09.00 AM to 05.00 PM

Working Days 5 day and 6 day working alternatively (i.e. alternate Saturdays shall be holidays – subject to alteration and amendment as per project requirements. 6 day working during training period.)

The employee shall, if and when so required by the Management, work for such further period over and beyond such regular working hours as need to fulfill the project goals.

You will be entitled to 15 days of General Leave subject to the terms and condition as per the prevailing leave policy.

08. Integrity

Each employee at EaziBiz Group is committed to ensure 'Integrity' in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with EaziBiz Group. You are required to read& agree to and sign the code of conduct as listed in the service agreement.

09. Conditions of Hire

a. The assignment offered to you is on a full-time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, whether full-time or part-time, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company. You must obtain prior written consent from the company in above mentioned cases, 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.

b. Further, if you have any trade or business interest and have any existing connection or future connection (directly or indirectly) with the Company as customers, suppliers, dealers, agents

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07-Jun-2021

Dear Sowmiya M,
BCA, Computer Application
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395428

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-.** This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-.** This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

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Compensation and Benefits

Name: Sowmiya M **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,499**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,499**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**251,999**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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EaziBiz Technologies Pvt. Ltd.

EaziBiz
Easy Solutions

Ref: HR/EMP - 124/14.05.2021

Ms. Subasri G,
138, Kaniyur road,
Kazhukarai,
Madathukulam(po)(tk),
Tiruppur(dt) -642113.
Email: subasrigurubalan@gmail.com
Ph: 6379150434

Sub: Offer Letter

Dear Ms. Subasri,

Congratulations! Further to the discussion we had with you and the subsequent training and selection process, we are delighted to offer you a position of **"Software Engineer Trainee"** with **EaziBiz Technologies Pvt Ltd. / EaziBiz Group.** Your location of reporting will be in **Coimbatore, Tamil Nadu, India** and the scheduled date of your joining the company is on or before **May 17th, 2021.**

Your stipend will be Rs10,000 /- per month for the probation period and Rs.15,000 as starting salary after your confirmation.

The terms & conditions of our Offer of Employment to you are as follows:

01. Training / Probation Period

You will be on training / probation period of 3 months from the date of your joining the organization. The company may during the training / probation period periodically evaluate your performance. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

02. Compensation

Your total compensation will comprise base salary, variable performance pays and retiral benefits. The base pay, allowances and reimbursements will be governed by the prevailing employment policies of the company as in force time to time.

Your renumeration is strictly confidential between you and the company. You are obliged to maintain absolute secrecy of the terms and conditions herein; failure to do so will invite disciplinary action and may at the sole discretion of the company even result in termination of your services

03. Extended Benefits

During your employment tenure with us, you may be covered under company provided insurance which will be given after your job is confirmed. or ESIC/PF as applicable for the position you are hired.

The aforementioned perquisites are subject to alteration and amendment.

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04. Salary revision, Benefits & Promotions

Your growth in the company and salary shall be reviewed on an annual basis and you shall be notified of the amount of your salary entitlement for the succeeding year, depending on your performance, contribution to the company and company performance.

05. Eligibility

This offer of employment is valid subject to your scoring a minimum of 65% aggregate on the Final Degree Examination and 60% consistently from Class X or equivalent. Waiver of the eligibility criteria is at sole discretion of the Company. This clause (5) is applicable only for 'Freshers'.

06. Retirement

You will retire from the services of the company on attaining the age of superannuation

07. Working Hours:

Monday – Friday – 09.00 AM to 06.00 PM
Saturday – 09.00 AM to 05.00 PM

Working Days 5 day and 6 days working alternatively (i.e., alternate Saturdays shall be holidays – subject to alteration and amendment as per project requirements. 6 days working during training period.)

The employee shall, if and when so required by the Management, work for such further period over and beyond such regular working hours as need to fulfill the project goals.

You will be entitled to 15 days of General Leave subject to the terms and condition as per the prevailing leave policy.

08. Integrity

Each employee at EaziBiz Group is committed to ensure 'Integrity' in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with EaziBiz Group. You are required to read& agree to and sign the code of conduct as listed in the service agreement.

09. Conditions of Hire

a. The assignment offered to you is on a full-time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, whether full-time or part-time, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company. You must obtain prior written consent from the company in above mentioned cases, 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.

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b. Further, if you have any trade or business interest and have any existing connection or future connection (directly or indirectly) with the Company as customers, suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, if there is a present connection and inform the management of the Company on becoming aware of any proposed transactions through such relations in the future.

c. You will have to agree to serve the company for a minimum period of 2 years from the date of your joining. Further, if the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with EaziBiz Group and/ or undertake a business that is in competition with EaziBiz Group. In the event you leave the Company within 2 years after such training period as mentioned in this clause 1.3, the Company will be entitled to recover the costs from you, incurred by the Company towards such training; you may be required to sign a bond to that effect.

d. Your successful completion of your current degree and submission of final semester marks sheet and provisional degree certificate/course completion certificate on or before 17/05/2021 and degree certificate on or before 17/05/2021 if applicable.

10. Transferability

Initially you will be posted at our Coimbatore location, however you may be transferred to provide your services to any of our existing/ future establishments, sister concerns of EaziBiz Group or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfill the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy

11. Information

In accordance with the provisions of the Companies Act 1956, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. You are also required to disclose information regarding any posts held by you including any honorary position.

12. Termination

The notice period for termination of employment on either side will be three months. When payment in lieu of notice is offered by the management or the employee, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

13. Personal Information

This employment offer is made based on the information given by you in the EaziBiz Group job application

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form submitted to us. In case company finds at any time, the information given by you is not correct, untrue or incomplete, the company shall have the right to dismiss you from your employment at any time without notice or salary in lieu of notice period.

14. Background Check & References

Your appointment is contingent upon satisfactory report on the background check conducted by our company's approved agency.

15. Service Agreement

You will be in agreement for 2 years with the company. If you break the agreement, then one year last drawn full salary is to be paid. The agreement starts (17/05/2021 to 16/05/2023) from the day of joining and includes the probation period also.

A three months' notice or salary thereof in case you decide to leave after the contract period of our services subject to the Company's discretion; in the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the notice period. Similarly, the Company can terminate your services by giving one month's notice.

16. Acceptance and Commencement:

Your appointment will be effective on your joining date, i.e. on 17/05/2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to schedule an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer: you are requested to communicate the acceptance of the offer and your joining date, within 2 days from the date of this letter, to hr@eazibiztech.com.

You are required to join at the below mentioned address, with your documents as listed in the Annexure

EaziBiz Technologies Pvt Ltd
1E/3, Raja Nagar, Sowripalayam,
Near Naveen Hospital
Coimbatore – 641028.

We welcome you on board the **EaziBiz** family and wish you a rewarding career over the years to come.

For EaziBiz Technologies Pvt Ltd,

Authorized Signatory.

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

Date: _____

_____
Sign your name

_____
Print your name

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TTF TECHNOLOGIES
Technology.Consulting.Solutions

Development Center
Module 309 & 310, NSIC Software Technology
Business Park, Sector B24,
Guindy Industrial Estate,
Ekkaduthangal, Chennai - 600032
+91 44 2225 2051

EMPLOYEMENT OFFER LETTER

TTF Ref: 2020/12/CAMP/003

December 18, 2020

Sureshkumar Marimuthu

2/45, Periapatti, Udumalpet - 642201

Confidential

Dear **Sureshkumar Marimuthu**,

In accordance with our discussions, we are pleased to offer you employment opportunity on full-time basis with TTF Technologies Private Limited (**'TTF'** or **'Company'**) starting from **January 04, 2021** (or such other date as may be communicated to you by the Company), as per details given below.

A. Your current designation will be **Trainee - Software Engineer**

B. You will be required to work at the Company's offices in **Chennai - NSIC**

C. Your all-inclusive annual cost to company will be **INR 254312/- (Rupees Two Lakh FiftyFour Thousand Three Hundred Twelve Only)** which would comprise your salary, applicable statutory benefits if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

You are requested to report on **January 04, 2021** not later than **10.00 AM** in the address mentioned below.

IMPORTANT NOTE:
Please note that this offer is subject to your successfully completing your Final Year Examination of your respective Degree Course, without arrears, and producing to us the valid proof of the same. Until such time, your engagement with us will be treated as purely temporary. If the valid proof of successful completion of the Degree Course is not submitted within a reasonable time from the date of declaration of results, your services will be terminated forthwith and the clause of 2 month notice period will not be applicable.

Please note that your name mentioned in the offer letter will be used to create your employee records in TTF and the same will be continued for all the correspondence purpose. In case you need a change in the particulars; please submit the relevant proof to amend the records. Please note that post joining, no changes can be made in the records. The name provided by you should match with the necessary documents such as Passport, education certificate, Pan card etc.,

Please bring the documents as specified in the Annexure A to complete your joining formalities.

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04. Salary revision, Benefits & Promotions

Your growth in the company and salary shall be reviewed on an annual basis and you shall be notified of the amount of your salary entitlement for the succeeding year, depending on your performance, contribution to the company and company performance.

05. Eligibility

This offer of employment is valid subject to your scoring a minimum of 65% aggregate on the Final Degree Examination and 60% consistently from Class X or equivalent. Waiver of the eligibility criteria is at sole discretion of the Company. This clause (5) is applicable only for 'Freshers'.

06. Retirement

You will retire from the services of the company on attaining the age of superannuation

07. Working Hours:

Monday – Friday – 09.00 AM to 06.00 PM
Saturday – 09.00 AM to 05.00 PM

Working Days 5 day and 6 days working alternatively (i.e., alternate Saturdays shall be holidays – subject to alteration and amendment as per project requirements. 6 days working during training period.)

The employee shall, if and when so required by the Management, work for such further period over and beyond such regular working hours as need to fulfill the project goals.

You will be entitled to 15 days of General Leave subject to the terms and condition as per the prevailing leave policy.

08. Integrity

Each employee at EaziBiz Group is committed to ensure 'Integrity' in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with EaziBiz Group. You are required to read& agree to and sign the code of conduct as listed in the service agreement.

09. Conditions of Hire

a. The assignment offered to you is on a full-time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, whether full-time or part-time, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company. You must obtain prior written consent from the company in above mentioned cases, 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.

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b. Further, if you have any trade or business interest and have any existing connection or future connection (directly or indirectly) with the Company as customers, suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, if there is a present connection and inform the management of the Company on becoming aware of any proposed transactions through such relations in the future.

c. You will have to agree to serve the company for a minimum period of 2 years from the date of your joining. Further, if the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with EaziBiz Group and/ or undertake a business that is in competition with EaziBiz Group. In the event you leave the Company within 2 years after such training period as mentioned in this clause 1.3, the Company will be entitled to recover the costs from you, incurred by the Company towards such training; you may be required to sign a bond to that effect.

d. Your successful completion of your current degree and submission of final semester marks sheet and provisional degree certificate/course completion certificate on or before 17/05/2021 and degree certificate on or before 17/05/2021 if applicable.

10. Transferability

Initially you will be posted at our Coimbatore location, however you may be transferred to provide your services to any of our existing/ future establishments, sister concerns of EaziBiz Group or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfill the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy

11. Information

In accordance with the provisions of the Companies Act 1956, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. You are also required to disclose information regarding any posts held by you including any honorary position.

12. Termination

The notice period for termination of employment on either side will be three months. When payment in lieu of notice is offered by the management or the employee, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

13. Personal Information

This employment offer is made based on the information given by you in the EaziBiz Group job application

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form submitted to us. In case company finds at any time, the information given by you is not correct, untrue or incomplete, the company shall have the right to dismiss you from your employment at any time without notice or salary in lieu of notice period.

14. Background Check & References

Your appointment is contingent upon satisfactory report on the background check conducted by our company's approved agency.

15. Service Agreement

You will be in agreement for 2 years with the company. If you break the agreement, then one year last drawn full salary is to be paid. The agreement starts (17/05/2021 to 16/05/2023) from the day of joining and includes the probation period also.

A three months' notice or salary thereof in case you decide to leave after the contract period of our services subject to the Company's discretion; in the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the notice period. Similarly, the Company can terminate your services by giving one month's notice.

16. Acceptance and Commencement:

Your appointment will be effective on your joining date, i.e. on 17/05/2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to schedule an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer: you are requested to communicate the acceptance of the offer and your joining date, within 2 days from the date of this letter, to hr@eazibiztech.com.

You are required to join at the below mentioned address, with your documents as listed in the Annexure

EaziBiz Technologies Pvt Ltd
1E/3, Raja Nagar, Sowripalayam,
Near Naveen Hospital
Coimbatore – 641028.

We welcome you on board the **EaziBiz** family and wish you a rewarding career over the years to come.

For EaziBiz Technologies Pvt Ltd,

Authorized Signatory.

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

Date: _____

_____
Sign your name

_____
Print your name

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Guindy Industrial Estate,
Ekkaduthangal, Chennai - 600032
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EMPLOYEMENT OFFER LETTER

TTF Ref: 2020/12/CAMP/003

December 18, 2020

Sureshkumar Marimuthu

2/45, Periapatti, Udumalpet - 642201

Confidential

Dear **Sureshkumar Marimuthu**,

In accordance with our discussions, we are pleased to offer you employment opportunity on full-time basis with TTF Technologies Private Limited (**'TTF'** or **'Company'**) starting from **January 04, 2021** (or such other date as may be communicated to you by the Company), as per details given below.

A. Your current designation will be **Trainee - Software Engineer**

B. You will be required to work at the Company's offices in **Chennai - NSIC**

C. Your all-inclusive annual cost to company will be **INR 254312/- (Rupees Two Lakh FiftyFour Thousand Three Hundred Twelve Only)** which would comprise your salary, applicable statutory benefits if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

You are requested to report on **January 04, 2021** not later than **10.00 AM** in the address mentioned below.

IMPORTANT NOTE:
Please note that this offer is subject to your successfully completing your Final Year Examination of your respective Degree Course, without arrears, and producing to us the valid proof of the same. Until such time, your engagement with us will be treated as purely temporary. If the valid proof of successful completion of the Degree Course is not submitted within a reasonable time from the date of declaration of results, your services will be terminated forthwith and the clause of 2 month notice period will not be applicable.

Please note that your name mentioned in the offer letter will be used to create your employee records in TTF and the same will be continued for all the correspondence purpose. In case you need a change in the particulars; please submit the relevant proof to amend the records. Please note that post joining, no changes can be made in the records. The name provided by you should match with the necessary documents such as Passport, education certificate, Pan card etc.,

Please bring the documents as specified in the Annexure A to complete your joining formalities.

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Guindy Industrial Estate,
Ekkaduthangal, Chennai - 600032
+91 44 2225 2051

The breakup of your all-inclusive annual Cost to the Company (CTC) is as follows:

Sureshkumar Marimuthu

Trainee - Software Engineer

Total Annual Cost to the Company (CTC) from TTF Technologies Private Limited : **INR 254312**

Monthly Components	Per Month (INR)	Annualized (INR)
Basic Salary	6250	75000
House Rent Allowance	3125	37500
Special Allowance	5726	68712
Other Allowance & Reimbursements *	0	
Gross Pay	**15101**	**181212**
TTF contribution to PF	750	9000
Gratuity Accrual	301	3608
ESI	491	5889
Special Incentives ##	4167	50000
Total Fixed Compensation (TFC)	**20809**	**249709**
Medical, Accident Insurance Premium		**4603**
Total Cost to Company		**254312**

* You may choose any of the following optional components that are part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable after withholding taxes.

Subject to Project Contribution and completion of successful 12 calendar months

Other Allowance & Reimbursements	Maximum Limit per Annum (INR)
Leave Travel Assistance (LTA)	0
Vehicle Maintenance – if applicable	0
Driver Salary reimbursement – if applicable	0
Communication Expenses (Telephone, Internet and Broadband)	0
Professional Development Allowance	0

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EMPLOYEMENT OFFER LETTER

TTF Ref: 2020/12/CAMP/002

December 18, 2020

Vaishnavi Arumugam

2/345, Amman Street, Unjavelampatti, Pollachi - 642003

Confidential

Dear **Vaishnavi Arumugam**,

In accordance with our discussions, we are pleased to offer you employment opportunity on full-time basis with TTF Technologies Private Limited (**'TTF'** or **'Company'**) starting from **January 04, 2021** (or such other date as may be communicated to you by the Company), as per details given below.

A. Your current designation will be **Trainee - Software Engineer**

B. You will be required to work at the Company's offices in **Chennai - NSIC**

C. Your all-inclusive annual cost to company will be **INR 254312/- (Rupees Two Lakh FiftyFour Thousand Three Hundred Twelve Only)** which would comprise your salary, applicable statutory benefits if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

You are requested to report on **January 04, 2021** not later than **10.00 AM** in the address mentioned below.

IMPORTANT NOTE:
Please note that this offer is subject to your successfully completing your Final Year Examination of your respective Degree Course, without arrears, and producing to us the valid proof of the same. Until such time, your engagement with us will be treated as purely temporary. If the valid proof of successful completion of the Degree Course is not submitted within a reasonable time from the date of declaration of results, your services will be terminated forthwith and the clause of 2 month notice period will not be applicable.

Please note that your name mentioned in the offer letter will be used to create your employee records in TTF and the same will be continued for all the correspondence purpose. In case you need a change in the particulars; please submit the relevant proof to amend the records. Please note that post joining, no changes can be made in the records. The name provided by you should match with the necessary documents such as Passport, education certificate, Pan card etc.,

Please bring the documents as specified in the Annexure A to complete your joining formalities.

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Ekkaduthangal, Chennai - 600032
+91 44 2225 2051

The breakup of your all-inclusive annual Cost to the Company (CTC) is as follows:

Vaishnavi Arumugam

Trainee - Software Engineer

Total Annual Cost to the Company (CTC) from TTF Technologies Private Limited : **INR 254312**

Monthly Components	Per Month (INR)	Annualized (INR)
Basic Salary	6250	75000
House Rent Allowance	3125	37500
Special Allowance	5726	68712
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Gross Pay	**15101**	**181212**
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Total Cost to Company		**254312**

* You may choose any of the following optional components that are part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable after withholding taxes.

Subject to Project Contribution and completion of successful 12 calendar months

Other Allowance & Reimbursements	Maximum Limit per Annum (INR)
Leave Travel Assistance (LTA)	0
Vehicle Maintenance – if applicable	0
Driver Salary reimbursement – if applicable	0
Communication Expenses (Telephone, Internet and Broadband)	0
Professional Development Allowance	0

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Cognizant

07-Jun-2021

Dear Arjun A,
B.Sc., Computer Science
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395422

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

From:-

Arun Sankaran

No 2/8, Ramar Kovil Street, Makkinampatti, Coimbatore - 642003

To:-

M/s TTF Technologies Pvt. Ltd.

Chennai

Dear Sir/Madam,

Sub: Letter of Undertaking

Apropos the letter of appointment 2020/12/CAMP/004 dated 18-Dec-2020 issued by you and my letter of consent dated 11/01/2021 agreeing to take up the appointment as per the terms and conditions of the offer letter.

I hereby undertake to abide by the following conditions as stipulated for the employees joining as trainees in TTF Technologies Pvt. Ltd.:

1. That the working days will be 6 days a week (Monday to Saturday) with Sunday as weekly off for a period of one year from my date of joining and till I am promoted as Associate Consultant.
2. I understand and agree that my employment with TTF as Trainee Software Engineer is subject to my completing the Final Year Examination of my Degree Course, without arrears, and producing to TTF the valid proof of the same. I understand and agree that till such time my engagement with TTF is purely temporary, and if I am unable to submit the relevant proof within a reasonable time from the date of declaration of results, my services are liable to be terminated forthwith and the clause of 2 month notice period will not be applicable.
3. I understand and agree that the payment of the "Special Incentive" component of my CTC (refer to the offer of employment dated ... duly accepted by me) is payable only after my successfully completing 2 years of continuous service with TTF. In case of the cessation of my service, on any account prior to completion of 2 years, I understand and agree that I will not eligible to receive the payment of the special incentive.
4. I understand that I will be considered "on probation" from the date of my joining the company till completion of 2 years and/or my elevation as Associate Consultant, whichever is earlier. In the case my leaving the company during the period probation, I will not be entitled to any "Reference" or "experience" letter from the company."
5. I will not disclose any customer information of TTF client to any other person except as authorized under the Act, and I will continue to maintain such confidentiality obligations even after termination or cessation of my employment.

The above undertaking is given by me after full understanding and of free will and without any coercion.

Yours faithfully

Signature

Name: Arun Sankaran

Address: No 2/8, Ramar Kovil Street, Makkinampatti, Coimbatore - 642003

Date: 24-12-2020

Place: Chennai

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Cognizant

11-Jun-2021

Dear **Maghi Madhav R,**
B.Sc., Computer Science
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16697354

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-.** This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-.** This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

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Navigate your next

July 30, 2021

HRD/2T/1001987695/21-22

Mr. Mohan Prasath A
-0.105263158
Government Health Care Street, Thathur
Pollachi-642104
India

Ph: +91-6374693570

Dear Mohan Prasath,

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

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.07.30 17:23:48 IST
Reason: Digitally Signed
Location: Bangalore

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

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Company Confidential. This communication is confidential between you and Infosys Limited

Cognizant

07-Jun-2021

Dear **Sowndharya S,**
B.Sc., Computer Science
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395429

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this Offer of employment.

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October 13, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Sri VIGNESH T,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program.** You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering institution / University** upon successful completion of the course.

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2. DURATION:

The duration of your academic program will be a period of 48 months from the date of enrolment to the academic

Cognizant

07-Jun-2021

Dear **Aishwarya Senthilkumar,**
B.Sc.(Hons.), Information Technology
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395423

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant").**You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-.** This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-.** This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program, as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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Compensation and Benefits

Name: Aishwarya Senthilkumar **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,499**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,499**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**251,999**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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1POINT1™ BUSINESS PROCESS PARTNERS

24/02/2021

Sub: Letter Of Intent for Appointment

Dear **Aswin Kumar S,**

Welcome to **"1 Point 1 Solutions LTD"** Family!

We thank you for showing interest in our organization,

And following your interview dated **12-Feb-2021,** we are pleased to inform you that you have been selected for the position of **Customer Response Executive**, in our Organization. CTC is **15,000/- per month.**

You are required to join the company on 08-Mar-2021

You'll be issued your Offer-Cum-Appointment Letter mentioning the complete terms and conditions of employment on the day of joining.

As a part of pre-joining formalities, you would be required to submit the below mentioned documents for issuance of Offer-Cum-Appointment Letter on the above mentioned date.

1. **Address Proof (Aadhaar Card or Voter ID copy)**
2. **ID Proof (Pan Card or Driving License)**
3. **Education Certificates (10th & 12th or Diploma is Mandatory)**
4. **4 Passport size Photographs**
5. **Aadhaar / Pan Card are compulsory at the time of joining**
6. **If experienced, submit (Appointment Letter, 3 Month's Pay Slip and Relieving/ Experience Letter)**

The salary processing is strictly as per the employee biometric attendance with 9 Hours in system for days present. In addition to this process productive login hours in system of 8 hours for every day present. Thus both biometric and system/dialer login are mandatory for attendance and your payroll for salary processing. No deviation and exception would be given for the same.

All paid leaves need to be pre-approved in advance of 7 days from your manager.

The validity of the letter is seven days from the date of issuance.

Looking forward to a mutually rewarding association with you.

Best Regards,

For One Point Solutions Ltd.,

Authorized Signatory

Accepted by,

Name:

Signature of Acceptance

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Cognizant

07-Jun-2021

Dear **Muhilan Venkateswaran,**
B.Sc., Information Technology
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395426

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

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Compensation and Benefits

Name: Muhilan Venkateswaran **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,499**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,499**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**251,999**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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TTF TECHNOLOGIES
Technology.Consulting.Solutions

Development Center
Module 309 & 310, NSIC Software Technology
Business Park, Sector B24,
Guindy Industrial Estate,
Ekkaduthangal, Chennai - 600032
+91 44 2225 2051

EMPLOYEMENT OFFER LETTER

TTF Ref: 2020/12/CAMP/006

December 18, 2020

Vasanthan Rajalingam
37, RK Nagar, Pollachi - 642001

Confidential

Dear **Vasanthan Rajalingam**,

In accordance with our discussions, we are pleased to offer you employment opportunity on full-time basis with TTF Technologies Private Limited (**'TTF'** or **'Company'**) starting from **January 04, 2021** (or such other date as may be communicated to you by the Company), as per details given below.

A. Your current designation will be **Trainee - Software Engineer**

B. You will be required to work at the Company's offices in **Chennai - NSIC**

C. Your all-inclusive annual cost to company will be **INR 254312/- (Rupees Two Lakh FiftyFour Thousand Three Hundred Twelve Only)** which would comprise your salary, applicable statutory benefits if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

You are requested to report on **January 04, 2021** not later than **10.00 AM** in the address mentioned below.

IMPORTANT NOTE:
Please note that this offer is subject to your successfully completing your Final Year Examination of your respective Degree Course, without arrears, and producing to us the valid proof of the same. Until such time, your engagement with us will be treated as purely temporary. If the valid proof of successful completion of the Degree Course is not submitted within a reasonable time from the date of declaration of results, your services will be terminated forthwith and the clause of 2 month notice period will not be applicable.

Please note that your name mentioned in the offer letter will be used to create your employee records in TTF and the same will be continued for all the correspondence purpose. In case you need a change in the particulars; please submit the relevant proof to amend the records. Please note that post joining, no changes can be made in the records. The name provided by you should match with the necessary documents such as Passport, education certificate, Pan card etc.,

Please bring the documents as specified in the Annexure A to complete your joining formalities.

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Module 309 & 310, NSIC Software Technology
Business Park, Sector B24,
Guindy Industrial Estate,
Ekkaduthangal, Chennai - 600032
+91 44 2225 2051

Notes:

Refer **Section 'D'** for more details.

1. The payroll processing will be as per company policy notified from time to time.
2. Employees should decide on other allowances and Reimbursement at the time of joining. Any changes will be accepted as per Company policy from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g LTA, telephone, medical reimbursements), you will have to submit supporting bills to the company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable company policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/ penalty thereon.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The company reserves right to change the compensation structure and/or the compensation components from time to time.
6. Other Allowance and Reimbursements plan can include LTA and Telephone Reimbursement
7. The Total benefit amount has been arrived at by considering the maximum eligibility under each of the components.

D. The following elements are included in the compensation package stated above:

1. Provident Fund (PF) – You will be covered under the Government of India Employees Provident Fund (PF) scheme wherein, the company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and company's contribution have been included as a part of the above mentioned compensation.
2. Gratuity – Upon cessation of employment after completion of continuous service of at least five (5) years with the company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC – In the event you are eligible, you will be covered under the Employees State Insurance Act wherein, the company will contribute towards ESIC at the statutory rate. Your compensation and the company Contribution form a part of the above-mentioned compensation.
4. Medical Insurance - In accordance with the company's policy, you and your immediate family (Spouse, unmarried dependent children) shall be covered under the Medical Insurance Policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Overseas Medical Insurance Policy.
5. Personal Accident Insurance – You shall be covered under the Personal Accident Insurance Policy held by the Company.

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Cognizant

07-Jun-2021

Dear Yuvaraj D,
B.Sc., Information Technology
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395424

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force.

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Thimmampatti, POLLACHI - 642 107.

Ref No: 17-AUG-WI-0040401

Date: 18-Aug-2021

Mr. KABILAN M
2/23, VINAYAKARKOVIL STREET
ORAKKALIYUR, POLLAQCHI
POLLACHI COIMBATORE
Tamil Nadu 642004
INDIA

OFFER OF EMPLOYMENT

Dear Mr. KABILAN M

This is with reference to your application for employment and subsequent discussions we had with you. We, Muthoot Fincorp Ltd. have pleasure in offering you employment as a **Probationer** as per the terms and conditions given below.

Designation	**: CUSTOMER SERVICE EXECUTIVE**
Grade	**: B1**
Department	**: BRANCH**
Branch	**: KOWNDAMPALAYAM**
Location	**: KOWNDAMPALAYAM**

Your services shall be transferable across the Country and /or within any entity coming under Muthoot Pappachan Group.

I. Your Compensation details are as mentioned in **Annexure A**. The compensation package shall be governed by policies and guidelines of the Company as may be applicable from time to time and also by the statutory guidelines.

II. You are required to join on 19-Aug-2021 and while joining, please carry originals and copy of the documents mentioned in **Annexure B**. Upon your joining duties, you will be issued a formal appointment letter, the terms of which shall be binding on you.

III. Your probation will be for a period of **12 Months'**. Your work performance, suitability for the position and adaptability to organizational values will be reviewed over this time and the Company, at its sole and absolute discretion, may confirm your services after completing the above Probation period or may extend the probation for further periods as may be communicated in writing.

IV. Your appointment and continuation in employment is subject to satisfactory background verification, completion of documentation, joining formalities and upon your being found fit in the pre employment medical examination.

V. If you wish to resign from the services of the Company, you may do so by giving **30** days' notice in writing or making payment in lieu thereof with the prior approval of the Company and also after clearing of all dues. The Company may terminate your services during the probation period without notice and without assigning any reason or without any payment in lieu thereof.

Dr. O.V. SHANMUGA SUNDARAM
M.Sc., P.G.D.C.A., B.Ed., M.Phil., Ph.D.
ASSOCIATE PROFESSOR & HEAD
DEPARTMENT OF PG MATHEMATICS
SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS)
PALANI ROAD, POLLACHI - 642 107.

Candidate Signature

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi, 642 107

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

ANNEXURE - A

COMPENSATION SHEET (CTC)

Name	**: Mr. KABILAN M**	**Period of Probation**	**: 12 Months**
Designation	**: CUSTOMER SERVICE EXECUTIVE**	**Grade**	**: B1**
Department	**: BRANCH**	**Reportees**	**: Not Applicable**

Components	**INR (Per Month)**	**INR (Per Annum)**
Basic Salary + DA	7000/-	84000/-
Special Compensatory Allowance	3840/-	46080/-
Gross Salary	**10840/-**	**130080/-**
Employer's Contribution to Retirement Benefits		
Employer's Contribution to PF	840/-	10080/-
Fixed CTC (A)	**11680/-**	**140160/-**
Performance Linked Variable Pay Component		
Variable Pay* (B)		10550/-
Total Annual CTC (A+B)		**150710/-**

Variable Pay as mentioned in the above table (Not an additional component):

*You will be eligible for Variable Pay (VP), subject to a maximum amount of Rs. 10,550.00 /- (Ten Thousand Five Hundred Fifty only) per year. However, the actual VP will be calculated solely on the basis of your performance as may be assessed by the Company and also the performance of the Company during the respective financial year. Such VP will be calculated on a pro-rata basis considering the months of your actual service in the respective financial year and will be paid after the completion of the respective financial year subject to meeting the eligibility criteria as mentioned in the VP policy. VP shall be paid only to eligible employees who are active on Company's payroll at the time of pay-out, excluding the employees who are serving notice period.

Notes

i. Employee's contribution towards statutory schemes and contribution to non-statutory welfare / employee benefit schemes (if any), will be deducted from the monthly salary of employee as applicable.

ii. Gratuity will be paid to eligible employees as per Payment of Gratuity Act, 1972.

iii. Income Tax declaration needs to be intimated to Finance Department immediately on joining based on which your income tax will be computed and deducted at source from monthly salary as applicable.

iv. Salary will be paid subject to deduction of income tax, professional tax and other deduction as governed by the relevant statutes / Company policy.

v. The Company shall have the right to change the compensation structure / welfare scheme / benefit scheme in future as applicable to your grade / designation and in such an event, the same will be binding on you.

vi. Provident Fund benefits will be extended upon submission of requisite documents and generation of Universal Account Number (UAN). If the employee already has a UAN, Provident Fund benefits will be extended as soon as the updated KYC document of such UAN is submitted by the employee.

For Muthoot Fincorp Ltd.

Anup Kr Singh

ANUP KUMAR SINGH

DVP - Employee Experience

HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

Dr. O.V. SHANMUGA SUNDARAM
M.Sc., P.G.D.C.A., B.Ed., M.Phil (Comp. Sc.)., M.Phil (Maths), Ph.D.,
ASSOCIATE PROFESSOR & HOD,
DEPARTMENT OF PG MATHEMATICS,
SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS),
PALAMI ROAD, POLLACHI - 642 107.

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

Candidate Signature

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

Cognizant

07-Jun-2021

Dear Sivasankar V,
B.Sc., Maths
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395427

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of sa f non-completion of the Internship/Continuous Skill Development program Cognizant tion revoke this offer of employment.

J.V. SHANMUGA SUNDARAM
M.Sc., P.G.D.C.A., B.Ed., M.Phil.(Comp. Sci.), M.Tech.
ASSOCIATE PROFESSOR & HEAD
DEPARTMENT OF PG MATHEMATICS
SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS)
PALANI ROAD, POLLACHI - 642 107

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

Cognizant

Compensation and Benefits

Name: Sivasankar V **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,499**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,499**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**251,999**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager.

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Dr. O.V. SHANMUGA SUNDARAM, M.Sc., P.G.D.C.A., B.Ed., M.Phil (Comp. Sci.), M.Phil (Maths), Ph.D.
ASSOCIATE PROFESSOR & HEAD
DEPARTMENT OF PG MATHEMATICS
SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS)
PALANI ROAD, POLLACHI - 642 107.

Rl'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097.

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

Cognizant

Ref No: 16809459
27-Jun-2021

Dhivyadharshini M

Dear **Dhivyadharshini**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Coimbatore**.

Your annual total compensation will be **INR 157,505**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **28-Jun-2021**.

Please note:
- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:** Attested

Dr. B. MYTHILI, M.Com.,M.Phil.,B.Ed.,PGDCA.,Ph.D.,
Associate Professor in Commerce,
Sree Saraswathi Thyagaraja College,
POLLACHI - 642 107.

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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

Cognizant

Ref No: 16888979
06-Aug-2021

Jenithathangam T

Dear **Jenithathangam**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Coimbatore**.

Your annual total compensation will be **INR 157,505**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **16-Aug-2021**.

Please note:
- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:** Attested

Dr. B. MYTHILI, M.Com., M.Phil., B.Ed., PGDCA., Ph.D.
Associate Professor in Commerce
Sree Saraswathi Thyagaraja College
POLLACHI - 642 107.

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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

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OFFER LETTER

Ref: S&T /HR/Offer **17.07.2021**

To
Ms. Rosini,
56,UKC Nagar,
Lions Club Opposite,
Udumalpet.

Dear Ms. Rosini

It is our pleasure to extend the following offer of employment to you, further to the interview and discussions you have had with us.

You are appointed to the position of **"Trainee -Sourcing"** Your job location will be in Coimbatore. Your monthly remuneration will be Rs.11, 000/-per month.

You are requested to convey your acceptance to this offer with the latest Date of Joining and return the duplicate copy of the offer letter duly signed as a token of acceptance and send the same to us on or before 27th July 2021 beyond which the offer would stand withdrawn. On reporting you are requested to submit the following to the HRD.

1. Passport Size Photo(2).
2. Last pay slip received from the previous employer
3. Relieving certificate from the previous employer
4. Photo copies of all your certificates (SSLC Onwards).
5. Aadhar Card copy

We are positive that you will find S&T as an exciting place to develop and advance your career.

For **Technocart Online Services(P) Ltd**

Shanmugapriya KM
Manager – Human Resource

Attested

D. MYTHILI, M.Com.,M.Phil.,B.Ed.,PGDC...
Associate Professor in Comm...
Sree Saraswathi Thyagaraja Co...
POLLACHI - 642 107.

CONFIRMATION OF JOINING DUTY

I shall be joining your organization _____ Signature:
Name & Address:

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

TECHNOCART ONLINE SERVICES (P) LTD

22/A, 3rd Floor,
Vasanth Nagar, Singanallur,
Coimbatore - 641 005,
Tamilnadu, India

+91 93617 78788
info@technocart.com
www.technocart.com
www.stgroup.co.in

: 33AAGCT1928B1ZR

S&T
SINCE 1996

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 Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet 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, Yerwada, Pune – 411 006, India.
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date: December 4, 2021

Private & Confidential

ARUNIMA S

18, Om Sakthi Nagar
Kottur Road, Pollachi,
Pollachi,
Tamil Nadu,
India - 642001

Document ID - b57e0cec-2e41-47eb-885f-b2e036a9139a

Dear ARUNIMA,

- Congratulations! 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 December 6, 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

- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id- yonasdaniel@hcl.com , failing which the offer will stand null and void.

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

SIGNATURE OF EMPLOYEE:

PCAS
POLLACHI COLLEGE OF ARTS AND SCIENCE
(Affiliated to Bharathiar University, Coimbatore)
Sky is the Limit

S.F. No. 132/5B, Dharapuram Main Road, Poosaripatti, Pollachi - 642 205.
Mobile : 96884 45777, 98432 56652
Email : info@pcas.edu.in; Website : www.pcas.edu.in

A.K. Rathinam	Dr. R. Sivasubramanian Ph.D.	R. Ilango M.Sc.	Dr. G. Arulmozhi Ph.D.
Chairman	Managing Trustee	Treasurer	Secretary

PCAS/Com-25/2021

Date: 04.10.2021

Appointment order

Sub: ESTABLISHMENT – Appointment of Ms. S. Buvaneswari as Assistant Professor in the Department of Commerce – orders – Issued.

With reference to the application and the interview you had with the selection committee, Ms. S. Buvaneswari is hereby appointed as Assistant Professor in the Department of Commerce. You will draw gross salary of Rs.7,000/- (Rupees Seven Thousand only) including EPF contribution subject to the following conditions.

1. You shall be on probation for a period of one year from the date of joining duty.
2. You shall surrender all the original certificates to the office along with the relieving order and service certificate for previous experiences.
3. You shall work under the supervision and guidance of the Principal and discharge the duties as assigned from time to time.
4. You shall not be permitted to leave the institute in the middle of the academic year / Semester.
5. In case, you want to leave three months prior notice is to be provided; failing which three months salary, as compensation, has to be paid. The Management will give one month notice if it wants to terminate the candidate from service,

Signature of the Candidate

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

CORRESPONDENT
Pollachi College of Arts and Science
Poosaripatti, Pollachi - 642 205.

6. Your service shall be governed by the standing orders / Rules and regulation of the Institution as in force from time to time.

7. You shall be a fulltime employee of the institution and as such you shall not engage yourself elsewhere for any work either honorary or for remuneration without the written permission from the Management.

8. You shall not undergo any higher studies without prior approval from the Management.

9. Your continuation in the employment shall always be subject to remaining physically and mentally fit and alert and based on your performance and involvement.

If the above terms and conditions are acceptable, you may sign in the copy of the order and return the duplicate copy to the undersigned.

Pollachi College of Arts and Science
Pollachi
642 205

CORRESPONDENT
CORRESPONDENT
Pollachi College of Arts and Science
Poosaripatti, Pollachi - 642 205.

To

Ms. S. Buvaneswari
1/4, Dr.MGR 100 feet Road,
Jothi Nagar,
C Colony,
Suleeswaranpatti Post,
Pollachi – 642 006.

I have read and understood the above terms and conditions of employment and accept the same whole heartedly.

Signature of the Candidate

Sree Saraswathi Thyagaraja College (Autonomous)
Pollachi - 642 107

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

Hindusthan College Of Engineering And Technology
(Approved by AICTE, Govt. of TamilNadu & Affiliated to Anna University, Accredited by NBA, New Delhi)
Ph. : 0422-2930216 | Fax : 0422-2930217

Coimbatore
13.07.2021

APPOINTMENT ORDER

Ms.G.Sakthi Shanmugi is appointed as **Admin Assistant** in **COE** in **Hindusthan College of Engineering and Technology**, Coimbatore. Her date of joining is first week of August 2021.

She will be guided and advised by Principal/Secretary. Her appointment is governed by the rules and regulations of the College.

As your appointment is full time nature your presence will be required on all working days of the college during the working hours of the day.

Your service can be terminated by giving three month's notice on either side or salary in lieu thereof or one year should work in the Concern.

SECRETARY
HINDUSTHAN EDUCATIONAL TRUST

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

Othakkalmandapam Post, Coimbatore-32. Tamil Nadu, India. Cell Line : 99439 15560

KARPAGAM
COLLEGE OF ENGINEERING
Rediscover | Refine | Redefine
(AUTONOMOUS)
(Approved by AICTE and affiliated to Anna University, Chennai, Accredited by NAAC with 'A' Grade)

S.F.No, 758, 759, 760, Othakkal Mandapam
Coimbatore - 641 032.
Phone : 0422 - 2619041, 42, 43
Fax : 0422 - 2619046
E-mail : office@kce.ac.in
Web : www.kce.ac.in

Administrative Office :
Pollachi Main Road,
Eachanari Post,
Coimbatore - 641 021.
Phone : 0422 - 2980011,12
Fax : 0422 - 2980022

Dr. R. VASANTHAKUMAR
Chairman & Managing Trustee

Shri. K. MURUGAIAH
Chief Executive Officer

Dr. P. VIJAYAKUMAR
Principal

Coimbatore
11.12.2021

To,
Ms. Sangavi D
5/70, Muslim Kovilpalayam
Negamam Road,
Pollachi - 642110
Ph: 9095512400

KCE - Appointment Order – **Ms. Sangavi D** - for the post of Junior Assistant in the Department of Mechanical Engineering of our Institution- Reg

---

With Reference to your application, you are informed that you have been appointed as Junior Assistant in the Department of Mechanical Engineering in our Institution. This appointment order is subject to the following conditions

1. Your Salary is fixed as Rs. 9000/- per month. (Rupees Nine Thousand Only)
2. You have to report for duty on 11.12.2021 and you will be on probation for a period of one year.
3. Continuation of Service will be decided on the basis of your performance during the period of your probation
4. During the tenure of your employment, the notice period shall be one month on either side
5. You have to work under the supervision and guidance of the Head of the Institution and discharge the duties assigned from time to time. Your services will be governed by the Rules and Regulations of the Institution as in force from time to time.
6. You have to surrender all the original certificates to the office

Authorized Signatory

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

इंडियन बैंक Indian Bank

इलाहाबाद ALLAHABAD

STATEMENT OF ACCOUNT

Customer Name	: A VIGNESH	CIF	: 3052293856
Address	: 5 PANDIAYAR LANE,UDUMALPET, TIRUPPUR DT	Account Type	: SB
State	: TAMILNADU	Account Status	: Active
PIN	: 642126	Account Number	: 6034213892
Mobile No	: 919865807749	Currency	: INR
Email ID	: Not Available	Home Branch	: UDUMALPET
Branch Code	: 00229	Branch IFSC	: IDIB000U002

Statement Period : From 01/01/2022 To 08/01/2022 Statement Date: 08/01/22 12:41:18

TRANSACTION DATE	PARTICULARS	WITHDRAWALS	DEPOSIT	BALANCE
08/01/2022	E COM PUR ECOM TX SEQ NO 200723954083 TERMINAL ID NCEPYURU JioMart Mumbai DATE (MMDD) 0107	25.00	-	9477.78CR
08/01/2022	BY TRANSFER UPI REVERSAL/200724841545/REMARKS TRANSFER FROM 97215002299	-	25.00	9502.78CR
08/01/2022	WITHDRAWAL TRANSFER UPI TRANSFER/200724841545/JIO20BR00073VATSQ070	25.00	-	9477.78CR
07/01/2022	BY TRANSFER UPI TRANSFER/200722521666/UPI TRANSFER FROM 97216002298	-	500.00	9502.78CR
07/01/2022	WITHDRAWAL TRANSFER UPI TRANSFER/200721665044/UPI TRANSFER TO 97215002299	97.00	-	9002.78CR
05/01/2022	ATM WDL ATM WDL SEQ NO 200515004147 ATM ID 48602010 SELF VELLNI COIMBATORE NORT Coimbatore	3500.00	-	9099.78CR
05/01/2022	ATM WDL ATM WDL SEQ NO 200514004146 ATM ID 48602010 SELF VELLNI COIMBATORE NORT Coimbatore	5500.00	-	12599.78CR
05/01/2022	WITHDRAWAL TRANSFER UPI TRANSFER/200581661811/UPI TRANSFER TO 97215002299	5000.00	-	18099.78CR
05/01/2022	BY TRANSFER NEFT/UTIB AMAZE FASTENERS /AXIC2200597114 90 TRANSFER FROM 94967000127	-	12506.00	23099.78CR
05/01/2022	BY TRANSFER NEFT/UTIB AMAZE FASTENERS /AXIC2200597115 54 TRANSFER FROM 94967000127	-	9384.00	10593.78CR
04/01/2022	WITHDRAWAL TRANSFER UPI TRANSFER/200468410137/UPI TRANSFER TO 97215002299	200.00	-	1209.78CR
03/01/2022	POS PRCH POS TXN SEQ NO 200308787815 POS ID 44097767 KADAMBAA FULES COIMBAT DATE (MMDD)	300.00	-	1409.78CR
03/01/2022	WITHDRAWAL TRANSFER UPI TRANSFER/200239678725/UPI TRANSFER TO 97215002299	1.00	-	1709.78CR
03/01/2022	BY TRANSFER UPI TRANSFER/200239852483/UPI TRANSFER FROM 97216002298	-	1.00	1710.78CR

1

TRANSACTION DATE	PARTICULARS	WITHDRAWALS	DEPOSIT	BALANCE
02/01/2022	WITHDRAWAL TRANSFER UPI TRANSFER/200228814424/UPI TRANSFER TO 97215002299	60.00	-	1709.78CR
02/01/2022	WITHDRAWAL TRANSFER UPI TRANSFER/200228800896/UPI TRANSFER TO 97215002299	165.00	-	1769.78CR
01/01/2022	BY TRANSFER UPI TRANSFER/200162296468/UPI TRANSFER FROM 97216002298	-	200.00	1934.78CR

Available Balance: 9477.78 (Nine Thousand Four Hundred Seventy Seven Rupees and Seventy Eight Paisa

Statement Legends:
NEFT: National Electronic Fund Transfer, UPI: Unified Payment Interface,
RTGS: Real Time Gross Settlement, INT: Internet Fund Transfer, BBPS:
Bharat Bill Payment Service

This statement is system-generated and does not require a signature. Customers are requested to notify immediately in case of discrepancies.
Registered Office, Indian Bank, Corporate office, Tel: 5555, 254-260, Avvai Shanmugam Salai,Royapettah, Chennai- 600 014.
Email : ebanking@indianbank.co.in , Website: https://indianbank.in

Sree Saraswathi Thyagaraja College ★ Pollachi - 642 107 ★ (Autonomous)

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

CareerNet CONSULTING

Letter of Offer

27, Jan 2021

Krishnamoorthi Chellamuthu

Thottathu salai,
Govindanur, puraivipalayam (p.o) ,
Pollachi T.K,
Coimbatore-642110

RE: Letter of offer of employment

Dear Mr. Krishnamoorthi Chellamuthu,

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 a **Associate Consultant** at **Level 1** at our **Bangalore** office.

Joining Date and Salary
You are required to report to duty on **27, Jan 2021.** Your yearly TCTC on joining CareerNet Technologies Pvt. Ltd. is **Rs.3,00,000/-**The break-up of your salary is given in Annexure1.

Training & Probation Period, Confirmation
You shall serve a probationary period of 3 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 Bangalore 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.

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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CareerNet CONSULTING

Appointment Letter

22nd January 2021

Thasni A
Easala Street,
Pudunagaram (po)
Palakkad,
Kerala- 678503

RE: Appointment Letter

Dear Ms. Thasni A,

This is to confirm that you are appointed with CareerNet Technologies Pvt. Ltd. as a **Associate Consultant** at **Level 1** at our **Bangalore** office. Your joining date as per our records is **22nd January 2021.** This employment is as per the terms of offer of employment letter dated 21st January 2021 agreed between us.

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.

As a condition of your employment, you have signed 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.

You shall be based in Bangalore 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. 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 as maybe amended or altered from time to time at the discretion of the Company will apply to you.

Thasni A

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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

BYJU'S

Offer Letter

Name:Karankumar R
Date:Wednesday, April 28, 2021

Dear Mr. Karankumar R ,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, May 4, 2021 . Your work location would be Coimbatore / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre- employment screening activities (including background verification and criminal history check).

5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Rahul Raj (TNL201605108)
Role Location:	Coimbatore / Bangalore
Sales Circle Location:	Tiruppur
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

Attested.

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Sree Saraswathi Thyagaraja College
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Thippampatti, POLLACHI - 642 107.

TNQ

OFFER LETTER

26 Nov, 2021

Mr. Akileshwaran S,
No 5/51,Vijaya Giri Nagar
Udumalpet - 642126

Dear Akileshwaran S,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Quality Control ".** The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Akileshwaran S

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

26 Nov, 2021

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Akileshwaran S

DESIGNATION Trainee – Quality Control

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	**11,338**	**1,36,056**
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	**1,386**	**30,552**
CTC (TOTAL-1 + TOTAL-2)	**12,724**	**1,66,608**

*** This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.**

Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.

MONTHLY TAKE-HOME SALARY	
COMPONENTS	**MONTHLY (Rs)**
TOTAL-1 (GROSS SALARY)	**11,338**
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	**1099**
TAKE-HOME TOTAL (1-2)	**10,239**

Note:
There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi 642 107

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

(Signature of the employee)

TNQ

OFFER LETTER

26 Nov, 2021

Mr.Ganesh M,

No 2/35,Mamarathupatti, Thenkumrapalayam (P.O),

Pollachi – 642107.

Dear Ganesh M,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organisation as **" Trainee – Quality Control ".** The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organisation.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweswaran
Senior Vice President - Human Resources

I Accept,

Ganesh M

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

TNQ

26 Nov, 2021

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Ganesh M

DESIGNATION Trainee – Quality Control

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	**11,338**	**1,36,056**
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	**1,386**	**30,552**
CTC (TOTAL-1 + TOTAL-2)	**12,724**	**1,66,608**
*** This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.**		
Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.		

MONTHLY TAKE-HOME SALARY	
COMPONENTS	**MONTHLY (Rs)**
TOTAL-1 (GROSS SALARY)	**11,338**
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	**1099**
TAKE-HOME TOTAL (1-2)	**10,239**
Note: **There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.**	

Shubha Kasi

Shubha Kasiviswaran
Senior Vice President - Human Resources

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

PRINCIPAL
(Signature of the employee)
Sree Saraswathi Thyagaraja College
(Autonomous)
Thippampatti, POLLACHI - 642 107.

Annexure- B

Required Documents
- 10th / 12th mark sheet - UG / PG / Diploma - Provisional Certificate / Overall mark sheet / Semester wise mark sheets - Government id proof – Aadhar card (Mandatory), Other photo id - Bank account details (This is required for ESI registration) 1. Bank name 2. Name as per bank records 3. Bank account number 4. IFSC code

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SREE SARASWATHI THYAGARAJA COLLEGE
A unit of VSV Vidyaa Mandir Trust

STC

S. Venkkatesh
Secretary

09.09.2021

ORDER OF APPOINTMENT

Mr. A. MOHAMMED MEERAN is appointed as Lab Assistant of this institution on a consolidated pay of Rs.9,000/- per month.

He will be on probation for a period of two years from the date of joining. He is governed by the rules and regulations of the college. He should join duty on 13.09.2021.

SECRETARY

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

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

SREE SARASWATHI THYAGARAJA COLLEGE

A unit of VSV Vidyaa Mandir Trust

STC

S. Venkatesh
Secretary

06.09.2021

ORDER OF APPOINTMENT

Ms. G. MYTHILY is appointed as Lab Assistant of this institution on a consolidated pay of Rs.9,000/- per month.

She will be on probation for a period of two years from the date of joining. She is governed by the rules and regulations of the college. She should join duty on 06.09.2021.

SECRETARY

Sree Saraswathi Thyagaraja College Autonomous Pollachi - 642 107

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

SREE SARASWATHI THYAGARAJA COLLEGE
A unit of VSV Vidyaa Mandir Trust

STC

S. Venkkatesh
Secretary

06.09.2021

ORDER OF APPOINTMENT

Ms. X. SAHAYAMERLIN is appointed as Lab Assistant of this institution on a consolidated pay of Rs.9,000/- per month.

She will be on probation for a period of two years from the date of joining. She is governed by the rules and regulations of the college. She should join duty on 06.09.2021.

SECRETARY

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

TNQ

OFFER LETTER

July 19, 2021

Mr. Sandeep Kumar S.,

No. 2/67, Main Road, Kaliyapuram,

Pollachi, Coimbatore - 642129

Dear Sandeep,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you an offer of appointment in our organization as **"Trainee - Data Conversion".** The remuneration as discussed and agreed mutually is attached as per Annexure A of this letter.

A detailed appointment order containing your terms and conditions of service will be issued to you at the time of your joining the Company's service. A list of documents to be submitted on your joining is provided with this letter in Annexure B. Please ensure that you submit these documents on or before your joining date.

We request you to confirm your acceptance either by email, or by returning to us the signed copy of this letter, and inform us of your expected date of joining our organization.

Yours sincerely,

Shubha Kasi

Shubha Kasivisweshwaran
Senior Vice President - Human Resources

Sri Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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

July 19, 2021

Annexure- A

COST-TO-COMPANY (CTC) SHEET

NAME Sandeep Kumar S.

DESIGNATION Trainee - Data Conversion

COMPONENT	MONTHLY (Rs)	YEARLY (Rs)
Basic	5,800	69,600
HRA	2,900	34,800
Conveyance	1,600	19,200
Special Allowance	1,038	12,456
TOTAL-1 (GROSS SALARY)	**11,338**	**1,36,056**
PF (Employer's Contribution)	1,013	12,156
ESI (Employer's Contribution)	368	4,416
Bonus*	0	13,920
Personal Accident Insurance	5	60
TOTAL-2	**1,386**	**30,552**
CTC (TOTAL-1 + TOTAL-2)	**12,724**	**1,66,608**
*** This is payable for the financial year – April-March. However, in the event of your not being on the rolls of TNQ at the time of declaration of Bonus (which is in October/November), this will be paid only as per Bonus statutory requirement.**		
Gratuity is over and above the CTC, and will be applicable, calculated and payable as per the prevailing Gratuity Act.		

MONTHLY TAKE-HOME SALARY	
COMPONENTS	**MONTHLY (Rs)**
TOTAL-1 (GROSS SALARY)	**11,338**
LESS	
PF (Employee's Contribution)	1,013
ESI (Employee's Contribution)	86
TOTAL-2	**1099**
TAKE-HOME TOTAL (1-2)	**10,239**
Note: **There is one more statutory component, Professional Tax, which is deductible. This is to be deducted twice-a-year, one in the August Payroll (Payable on 31, August) and the other in the February Payroll (Payable on 28, February). This amount is based on the gross earnings' slab.**	

Shubha Kasi

Shubha Kasiviswesweran
Senior Vice President - Human Resources

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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

Caresoft

Congratulations!
You are selected !

Dear Vithyabarathi,

Subsequent to the interviews you had with us, We take pleasure in informing that you are offered to be a part of **CARESOFT GLOBAL** family. As an aspiring and bright professional, we are confident that you will add value and help Caresoft Global realize its vision of delivering innovative, Value-added, competent and sustainable solutions to its customers. A mutually rewarding and exciting career awaits you with a company that is raring to go!!

You are selected as **Graduate Engineer Trainee** and your compensation details are attached.

We would be pleased to have you on board on **22nd October 2021** at **Pollachi.** Please carry the documents listed in the Offer Letter attached.

We would request you to send in an email acceptance as a conformance to this mail on or before **21st October 2021**.

The offer stands withdrawn automatically. if the offer is not accepted or if the joining date is not honoured, unless otherwise specified by the HR. Our HR SPOC will connect with you on Joining date for completing the joining formalities. Request you to complete and upload the documents mentioned through Pre-onboarding link before the joining date.

You will enter into a service agreement with Caresoft for a period of **Two years** from the date of joining (**Value – Rs. 2,00,000/-**). If there is any breach of service agreement, you will need to pay the amount mentioned above.

Note:

This offer is subject to proper documentation, satisfactory reference checks & the offer supersedes any earlier written/verbal communication in this regard. In case of misrepresentation of any facts, the situation will warrant appropriate action as per our policy framework.

Please find attached your Salary breakup sheet & a detailed appointment letter will be issued on joining.

Do feel free to mail your queries to **Offers@caresoftglobal.com**

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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

Thanks & Regards
HR Team

നെന്മാറ ശിശുവികസന പദ്ധതി ഓഫീസറുടെ നടപടിക്രമങ്ങൾ

(ഹാജർ : ശിശിര ഐ ഐ എസ് സി.ഡി.പി.ഒ)

വിഷയം : ഐ.സി.ഡി.എസ്.നെന്മാറ - കേരള വികസന പദ്ധതി 2021--2022 ലിംഗ വിഭവ കേന്ദ്രം - Gender Resources Centre – Community Women Facilitator-യെ നിയമിക്കുന്നത് - സംബന്ധിച്ച്.

സൂചന : 1) പ്രോജക്ട് നമ്പർ 67/22

ഉത്തരവ് ICDS/NMRA/453/2021 തീയതി 30-09-2021

മേൽ സൂചന പ്രകാരം നെന്മാറ ബ്ലോക്ക് പഞ്ചായത്ത് പദ്ധതി 2021-2022 പ്രകാരം നടപ്പിലാക്കുന്ന ലിംഗ വിഭവ കേന്ദ്രം (Gender Resources Centre – Community Women Facilitator) എന്ന പ്രോജക്ട്ടിന്റെ നടത്തിപ്പിനായി Community Women Facilitator-യി ശ്രീമതി.അമിത.ജി.യെ 2021 ഒക്ടോബർ മുതൽ 2022 മാർച്ച് വരെ കരാർ അടിസ്ഥാനത്തിൽ നിയമിച്ച് ഇതിനാൽ ഉത്തരവാകുന്നു. .

ടി സാഹചര്യത്തിൽ ശ്രീമതി.അമിത.ജി. ടി ഉത്തരവ് കൈപ്പറ്റി 7 ദിവസത്തിനകം ജോലിയിൽ പ്രവേശിക്കേണ്ടതുമാണ്.

ശിശു വികസന പദ്ധതി ഓഫീസർ
നെന്മാറ

പകർപ്പ്

1. ശ്രീമതി.അമിത.ജി., Community Women Facilitator.
2. സ്റ്റോക്ക് ഫയൽ

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Thippampatti, POLLACHI - 642 107.

COIMBATORE ANAMALLAIS AGENCIES (P) LTD,
COIMBATORE-641043

FROM **BRANCH HEAD,** **CAA PVT LTD, SHOWROOM,** **COIMBATORE -641043.**	**TO** **THE GENERAL MANAGER-HR,** **CAA PVT LTD,** **COIMBATORE -12.**

REF: CAA/CM01A 1S / HR /112 /2021 **DT: 07.04.2021**

Sub: Appointment of Mr. K.Bharath S/O Karupasamy, New Division, Gundumalai Estate, Munnar -685612

This is to inform you that we have appointed Mr. K.Bharath as Job role (Human Resource Executive) from 07.04.2021, who is meant for CAA PVT LTD - Coimbatore - 43.

Based on his experience and skill set we are considering Rs.11,000/- as per salary/ Stipend.

Caution Deposit (50% Salary) of Rs-5,500/- will be collected in Jan & Feb-2021 month as per candidate request.

We will cover the JPA Insurance at our end add will share be insurance copy within 2days.

We request you to cover GPA policy for the employee with family details and payment receipt are attached for your reference and further process.

This is for your information.

ANAMALAIS TOYOTA COIMBATORE 641 043.

P.N.SENTHIL KUMAR
GENARAL MANAGER-HR

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

poppys
GARMENTS

UKAS QUALITY MANAGEMENT 005

Appointment Letter

Date: 31.05.2021

To

Jayalakshmi B (ID No : 605712),

No 6, Udumalai Narayanan Colony,

Utthukadu Road, Pollachi,

Coimbatore – 642 001

Dear Jayalakshmi B,

Poppys Garments, is pleased to appoint you as **Assistant Welfare Officer** with effect from (01.06.2021).

You will be based at our Factory Premises responsible for all aspects of Welfare Activities, you will be reporting to HR Manager.

As part of accepting this appointment, at any reason you are accepting to work from the date of appointment, you must sign, without modification and return copy of this letter.

As Poppys Employee, you are expected to abide by all the company Rules, Policies and Procedures. The management has the liberty to relieve you from your duties with one month notice periodor salary in lieu of such notice and you have the right to hand in your resignation with one month of Notice Period.

We look forward to a favorable response and welcoming you in your position and productive and executing work relationship in Poppys Groups.

For Sincerely..,

POPPYS GARMENTS

HR Manager

Accepting as same above and sign

(M) 82, Sai Maytham Palayam Main Road
ur, Tirupur - 638 107.

Sree Saraswathi Thyagaraja College
Palani Road, Pollachi - 642 107

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

COIMBATORE ANAMALLAIS AGENCIES (P) LTD,
COIMBATORE-641043

FROM	TO
BRANCH HEAD,	**THE GENERAL MANAGER-HR,**
CAA PVT LTD, SHOWROOM,	**CAA PVT LTD,**
COIMBATORE -641043.	**COIMBATORE -12.**

REF: CAA/CM01A 1S / HR /112 /2021 **DT: 07.04.2021**

Sub: Appointment of Mr. K.Mahendran S/O M.Krishnasamy, 6 LIG Colony, Palani Road, Pollachi, Coimbatore - 642001

This is to inform you that we have appointed Mr. K.Mahendran as Job role (Human Resource Executive) from 07.04.2021, who is meant for CAA PVT LTD - Coimbatore - 43.

Based on his experience and skill set we are considering Rs.11,000/- as per salary/ Stipend.

Caution Deposit (50% Salary) of Rs-5,500/- will be collected in Jan & Feb-2021 month as per candidate request.

We will cover the JPA Insurance at our end add will share be insurance copy within 2days.

We request you to cover GPA policy for the employee with family details and payment receipt are attached for your reference and further process.

This is for your information.

ANAMALAIS TOYOTA COIMBATORE 641 043. P.N. PALAYAM P.O. ROAD

P.N.SENTHIL KUMAR
GENARAL MANAGER-HR

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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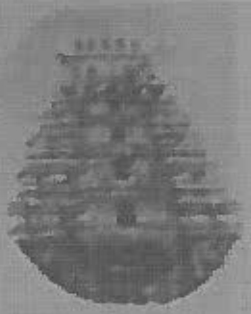
(Autonomous)
Thippampatti, POLLACHI - 642 107.

ஸ்ரீசங்கராசேவாலயம்சேரிடபுள்ட்ரஸ்ட்
(ஆதரவற்ற குழந்தைகள் இல்லம்)

SRI SANKARA SEVALAYAM CHARITABLE TRUST
(ORPHANAGE CHILDREN'S HOME)
Reg:32/2010



Mr. R. MATHANKUMAR

Date: 04/12/2021

Address S/O. M. Raibins Sabapathi,

2 /52, Salayur (PO), Udumalpet (Tk), Tirupur (Dt) - 642122.

Subject: Appointment Letter From Sri sankarasevalayam charitable trust.

Dear R. MATHANKUMAR

We are hereby pleased to inform you that, Management from srisankarasevalayam charitable trust Home System offers you appointment as a OFFICE INCHARGE in our institution. Based upon your interview and tests in which you have qualified and performed best among other candidates. The monthly salary in respect of this appointment will be RS.10,000

If you wish to accept this offer of appointment in our school under the conditions set out in the attached Conditions of Service for staff in our trust, sign Letter of Acceptance and Conditions of Services. After receiving this letter kindly meet the chairman of Sankarasevalayam Home management system.

A meeting will be held and you will be told about all the rules and regulation along with working pattern of our home. We hope that you will be glad upon this news and will come to us soon. This is really an honour for us to hire such a competent candidate like you in our valued institute.

We wish you good luck in future and hope that you will be according to our requirements and will be capable to fulfil tasks assigned to you. It's really a good opportunity for you to prove yourself in this institute and make your worth as a significant person.

For SRI SANKARA SEVALAYAM CHARITABLE

With Best Regards,

A. SINDHUKUMARI(PERSIDENT)

President

6/216/16D/Kallangadu Thottam, Karuvalur Pirivu, Thirupur Road, Karuvalur-641670, Tirupur Dt.
sssltrust.karuvalur@gmail.com

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

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

...ARTMENT
(new) Social W...
Sree Saraswathi T... College
Pal... achi - 642 107

Anaadi Foundation

ANAADI FOUNDATION

4/84, Iyvar Malai, North Thathanaickenpatti
Palani Taluk 642621
mail@anaadi.org

Date: 10 May 2021

Dear Narenthiran A

With reference to your recent interview, we are pleased to inform you that we are offering you the position of Program Associate at Anaadi Foundation effective from date 10 May 2021. You will be involved in Anaadi Rural Youth Skill Education (ARYSE) initiative and also assisting with the community health initiatives offered by the foundation.
The probation period will be 3 months and the position will be extended based on your performance.

You will be offered a consolidated fellowship of Rs. 10000 per month.

We value commitment, dedication and also shraddha in our parampara. We see a great future for you ahead at Anaadi Foundation. Wishing you the best and looking forward to your services.

V Smrithi Rekha

Smrithi Rekha
Founder, Anaadi Foundation
+919487006160

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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EXPORTER OF ALL KINDS OF TEXTILE PRODUCTS
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CONFIDENCE IN TEXTILES
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17.HIN.03416 HOHENSTEIN HTTI
Tested for harmful substances.
www.oeko-tex.com/standard100

CERTIFICATE OF COMPLIANCE
(Scope Certificate)
N°EGL/178838/1062727/1

Appointment letter

Date: 31.05.2021

To

Ramya Eswaramoorthi (Id.No:20166),
D/O Eswaramoorthi,
2/254 D, Malar Nagar Extension,
Udumalai Road, Chinnampalayam,
Pollachi, Coimbatore- 642001

Dear Ramya Eswaramoorthi,

Poppys Knitwear Pvt Ltd., is pleased to appoint you as Assistant Welfare Officer with effect from (01.06.2021).

You will be based at our Factory premises responsible for all aspects of Welfare Activities, you will be reporting to HR Manager.

As part of accepting this appointment, at any reason you are accepting to work from the date of appointment, you must sign, without modification and return copy of this letter.

As Poppys employee, you are expected to abide by all the company Rules, Policies and Procedures. The management has the liberty to relieve you from your duties with one month notice period or salary in lieu of such notice and you have the right to hand in your resignation with one month of notice period.

We look forward to a favorable response and welcoming you in your position and productive and executing work relationship in Poppys group.

Sincerely,

Poppys Knitwear (P) Ltd. Padiyur

Accepted as same above and sign

HR Manager

HEAD OF THE DEPARTMENT
(MSW) Social Work
Sree Saraswathi Thyagaraja College
Pollachi - 642 107

PRINCIPAL
Sree Saraswathi Thyagaraja College
Thippampatti, POLLACHI - 642 107

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

Sree Saraswathi Thyagaraja College Autonomous Pollachi - 642 107

REGD. OFFICE : No 9 - M.P. NAGAR, Palani Road, Pollachi - 642 107, TAMILNADU, INDIA.
PH : 91 - 421 - 2221144/55/66 FAX : 91 - 421 - 2221133 E-MAIL : info@poppysknitwear.com http://www.poppysknitwear.com GSTIN : 33AADFP4476C1ZH
PAN : AADFP4476C TAN : CMBP03514A AEPC NO. 3450 TC No.: 00275 I.E.CODE No. : 0488013011 CIN : U17100TZ2003PTC010332

SRI SIVAJOTHI SPINNING MILLS (P) Ltd.,

Regd.off : S.F.No. 896, Suriyan Nagar, ABT Road, New Extension, Tirupur - 641 604,
Unit : S.F.No. 172, Kovai Main Road, Polavapalayam (Po) Nambiyur - 638 458. Erode District.
Cell : 98946 41892 Email: sales@srisivajothi.com

APPOINTMENT ORDER

08 october , 2021

To

Mr. Senthil kumar.C
S/o Chinnadurai,
27 A/1 South street,
Pushpathur,
Palani (Tk)- 624618

We are pleased to appoint you as HR-ASST in our manufacturing unit on following terms and conditions.

1) Your Gross Monthly Salary is Rs.10,000, which includes Basic Salary, all Allowances and Perks.
2) Your salary will be reviewed from time to time at the discretion of the company.
3) The age of retirement from the company's service is 58 years.
4) In matters not mentioned herein, you will be governed by the rules and regulations, standards, and practices of the company.
5) Your service with the company will be determinable by 60 calendar days' notice in writing from either side.
6) Please return the duplicate of this letter duly signed, indicating probable date of your joining in acceptance of this appointment.

With Best Wishes,

For Sri [illegible] Mills (P) Ltd.,

Manager - HR

SHAKTHIVEL.SN (HR-MANAGER)
(Signature with Official Seal)

I **Senthil kumar C** Agree all the terms and conditions mentioned above and will join duty on 08-10-2021.

(Signature of the candidate)

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

HEAD OF THE DEPARTMENT
(MSW) Social Work
Sree Saraswathi Thyagaraja College
Palani Road, Pollachi - 642 107.

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

KG Information Systems Private Limited

100% EOU Under STP (CIN : U72200TZ1994PTC005317)
#365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA
Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, E-mail : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/ 16

To,
R. Kunkumasudharshan
6/3 Subramaniyam Street
Pollachi

Sub: Letter of Intent

Dear R. Kunkumasudharshan

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of **"Junior Process Associate"** in our organization. You shall report for duty on 7th June **2021** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your Cost – to- Company (CTC) will be as follows:

	Month 1	Month 2	Month 3 onwards
Fixed Pay	11500	11500	11500
Variable Pay ***	NA	NA	8000

***Subject to meeting set performance standards.**

You are also eligible for a loyalty bonus of **Rs. 12,000/-** (Rupees Twelve Thousand Only) at the end of each year.

The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining.

We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on 7th June **2021** and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

Attested

R.KUNKUMASUDHARSHAN
OFFER ACCEPTED

PRINCIPAL
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(Autonomous)
Thippampatti, POLLACHI - 642 107,

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

We make IT happen

SW SEI - CMM Level 4 COMPANY

VENPA™
STAFFING SERVICES

Shop No.202 Saravana Bhava Complex 205(37) Avaram Palayam Main Rd Opposite Sri Ramakrishna Hospital Dena Bank Upstairs, New Siddhapudur, Tamil Nadu 641044

Date:30.03.2021

We are pleased to confirm that Venpa Staffing Services recruited the following 70 candidates from Sree Saraswathi Thyagaraja College of Arts and Science Pollachi on 29.03.2021.We would like to formally offer you all the position of "Executive-Trainee" with salary package of 2.40 LPA in Foxconn Electronics .

1. PADMAVATHI R- BSC MATHS
2. VISHNU PRIYA K- B.COM CA
3. SAKTHI SHANMUGI G- M.COM IB
4. SANGAVI D- M.COM IB
5. ANANDHI P- BSC CS
6. ANUSUYA R- BSC CS
7. INDUMATHI G- M.COM
8. BHUVANESHWARI V- BCOM BPS
9. ANGUVIKASHINI K- BCOMBPS
10. JEBASTA SULOMIYA J- BCOM CA
11. SARASWATHI V S- BCOM PA
12. KOWSALYA J-BSC CS
13. THENMOLI S- BCOM PA
14. GOMATHI A- BCOM PA
15. LAVANYA B-BCOM CA
16. LEENA SREE D- BCOM ABA
17. SATHYA G-BCOM ABA
18. MOHANAPRIYA S-BSC CS
19. SIKARA BANU M-BSC CS
20. NARMATHA M-BCOM CA
21. KAVIMALAR M-BSC CS
22. ANITHA T- BCOM CA
23. SIVARANJANI M-BCOM CA
24. NANDHINI R- BCOM CA
25. KIRUBA NANDHINI- BSC CS
26. JAYASREE G-BSC CS
27. TAMILARASI S- BSC MATHS
28. PAVITHRA A-BSC MATHS
29. MANISHA L- BCOM CA
30. LINGESHWARI V- BSC MATHS
31. SANTHIYA S-BSC MATHS
32. KOWSALYA DEVI S- BCOM CA
33. RAMYA K- BCOM CA
34. ANGELIN HEBZIBA S-BCOM CA
35. SAMYUKTHA S-BCOM CA
36. KARTHIKA DEVI S-BSC IT
37. SUBASRI G-BCA
38. SWATHI R- BSC MATHS
39. MANJU M-BSC MATHS
40. NIRMALA DEVI S-BCOM CA
41. SORNALATHA S- BSC MATHS
42. SANTHIYA S- BSC MATHS
43. ANUSHIYA S- BSC CS
44. VISHALINI KANAGARAJ- BCOM CA
45. BRINDHA J-BCA
46. ANBU KANI S- BCOM CA
47. ILAKKIA SELVARAJ-BCOM CA
48. DIVYA SRI K-BSC CS
49. RAGAVI S-BSC CS
50. MALATHI R-BSC CHEMISTRY
51. PAVITHRA G-BCOM ABA
52. HEMALATHA R-BCOM CA
53. RAKCHITHA N- BCOM PA
54. SATHYA A- BCOM ABA
55. UMAMAHESWARI A-BCOM PA
56. PAVITHRA V-BSC CS
57. BIRUNDHA M-BCOM CA
58. GAYATHRI K-BCOM CA
59. ABINAYA VENKATEESWARI S-BCOM CA
60. MONISHA M-BSC CS
61. SARANYA R-MCOM
62. AARTHI K-BSC CS
63. DHIVYA DHARSHINI A- BCOM PA
64. KALPANA B-BCOM CA
65. SANTHIYA S- BCOM CA
66. NAGESWARI S-BCOM CA
67. SWETHA T- BCOM CA
68. GOMATHI M- BSC CT
69. KAVIYA S- BSC CS
70. SRIMATHI P-BCA

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HR SIGNATURE

K-TECH MACHINES

Mfrs : Concrete Hallow Block, Paver Block, Fly Ash Brick, Designer Tiles & Construction Machines etc.,

13.04.2021

Dear Placement Officer
STC, Pollachi

With the reference to your Discussion, we are pleased to inform that the following candidates are selected for the post of "Business Development Trainee "with a salary of Rs.15,000 / Month in our organization. This offer is subject to you, clearing the Reference check conducted by us.

BABU P	B.COM	KATHIRVEL A	B.COM
BHUVANESHWARI R	B.COM	KAVITHA K	B.COM
BOOPATHI N	B.COM	RAJAGOWTHAM S	B.COM
BRITTO A	B.COM	RAMKUMAR R	B.COM
DEEPADHARSHINI V	B.COM	RANJITHKUMAR A	B.COM
DEEPIKA K	B.COM	ROHITH K	B.COM
DEEPTHI A	B.COM	SAKTHIVEL M	B.COM
DHAMINI T S	B.COM	SANJAY R	B.COM
DINESH KUMAR N	B.COM	SANTHIYA S	B.COM
DINESH C	B.COM	SANTHOSHKUMAR K	B.COM
DINESHKUMAR D	B.COM	SATHISHKUMAR L	B.COM
DIVYA G	B.COM	VIGNESH S	B.COM
GEETHA S	B.COM	VISHNU P	B.COM
HARISHRAJA.B	B.COM	KARTHIKKUMAR E	B.COM
KARTHICKRAJA A	B.COM	KARTHIKKUMAR B	B.COM

A regular Appointment order will be issued at the time of Joining. We look forward your joining and edifice a successful profession with us.

With Warm Regards

G.R. Kaarthik (CEO) K-Tech Machines

PRINCIPAL
Sree Saraswathi Thyagaraja College
(Autonomous)
Thiruvalluvar Nagar, North Ganapathy Po,
Pollachi - 642 107,

S.F. No. 315/1D, Muthusamy Industrial Estate, Sanganoor Road, (Ganesh Theatre Opposite) Jayaprakash Nagar,
Coimbatore - 641 006, Tamilnadu, India. Phone : (Off.) 0422-2333669, 2331189 (M) : +91 98949 91339, 94433 67279
Telefax : 0422-2333669 E-mail : ktechmachines@rediffmail.com Web : www.ktechmachines.com

TIN No.33482203619 W.E.F.dt: 1-1-2007 CST No. 855795 Dt.22-08-2005 IAC:1-1-5

V S S H N & ASSOCIATES
CHARTERED ACCOUNTANTS
PAN NO : AAQFV8464K

Phone : 044-28193994, 42146006
Mobile : 9444048932 ,9123545514
327,6 th Floor Fountain Plaza,
Pantheon Road, Egmore , Chennai-8
e-mail: nellaisankar@yahoo.com

ABA

Date: 01-12-2021

Dear Gnanasekar B,

This is with reference to your resume forwarded to me for appointment in our firm, we are glad to inform

That we will appoint you as a trainee in our firm with a probation period of One Year.

You will have to report to duty by 16/12/2021.

We will pay you a monthly consolidated remuneration of Rs10.000/ per month.

All other terms and conditions will be informed on your reporting to duty on 16/12/2021

For VSSHN & ASSOCIATES

Partner

M/s. V.S.S.H.N.,
Chartered Accountants
327, 6th Floor Fountain P
Pantheon Road, Egmore,
Chennai - 600 008.

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NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

November 22, 2021

AjithKumar Manikandan

Coimbatore

LETTER OF APPOINTMENT

Dear AjithKumar,

Congratulations! We have pleasure in making an offer to you for the post of ***HC & Insurance Operations Senior Rep. - Coimbatore***. We expect you to join the company on or before ***December 03, 2021*** You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,
Sindhu Palanisamy

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

1:54 7.00 KB/S 91

Welcome to NTT DATA

Inbox

IDM Admin 9/27/2021
to me, Kumar.Viswanathan

Dear Prince,

Congratulations! We are so glad you have joined NTT DATA Services! This email contains your personal credentials and the portal link which are both essential to beginning your journey with NTT DATA Services.

Your Personal Credentials:

Portal ID
Initial Passwo
Email address

The NTT DATA Services Portal:

The NTT DATA Services Portal takes you to MyHub, our intranet and main source for company news, information, benefits, time and expense reporting, webmail, travel, Yammer and much more.

To log into the Portal/MyHub go to: https://nttdatagroup.sharepoint.com and use your Portal ID and initial password provided above.

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99+

188631 SEVANTHI HBG KURUCHI
188631 SINTHAMANI HBG
188631 SIVANA

HDFC BANK
We understand your world

HDFC bank Ltd.,
I-Think Techno Campus,
Building Alpha,Next to Kanjur
Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

Employee Code : 263796

Personal & Confidential

Date of Joining : Oct 06, 21
Name : RUBINRAJ CHINNASAMY
Location : Coimbatore

Dear RUBINRAJ CHINNASAMY

Further to the interview & discussion you had with us, we are pleased to offer you as Collection Officer, in SL Initiative(cost code: 140) at branch (3643), Coimbatore on the following terms and conditions:

BAND	: O-CO.
Basic Salary	: 9500.00 Rs. /-pm
HRA	: 2500.00 Rs. /-pm
Total	**: 12000 Rs. /-pm**

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Regd.Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC080618

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

PRINCIPAL
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(Autonomous)
Thippampatti, POLLACHI - 642 107.

APPOINTMENT LETTER

11 November, 2021

Dear **KEERTHANA S,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Chennai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 72000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

Signed by KEERTHANA S | keerthanasuresh966@gmail.com | 11-11-2021 08:53:08 AM IST | 106.195.46.166

4. **Leaves:**
You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **12 November, 2021** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may Deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. **Retirement:**

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

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7. **Confidentiality:**

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

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plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

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8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

9. **Whilst employed by the company, you:**

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language**. This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law**. This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

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It is understood that your date of joining **Wipro Limited**, will not be later than**12 November, 2021** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

Yours faithfully,
For Wipro Limited.

Sandesh Kumar
General Manager - Talent Acquisition

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: KEERTHANA S

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ANNEXURE I

Name	**KEERTHANA S**
Designation	**Associate**
Date Of Joining	**12 November, 2021**
Level	**AA**
Basic	**72000**
House Rent Allowance	**36000**
Bonus	**16800**
WBP	**33889**
PF	**12691**
Gratuity	**3463**
ESI	**5157**
Target Cost To Company (per Annum)	**180000**

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ANNEXURE II

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.
Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

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ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **KEERTHANA S**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.
I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: KEERTHANA S

Signature: E-Signature Signature

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Signed by KEERTHANA S | keerthanasuresh966@gmail.com | 11-11-2021 08:53:08 AM IST | 106.195.46.166

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **KEERTHANA S**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: KEERTHANA S

Signature: E-Signature Signature

Place: IN-Chennai

Date: E-Signature Date

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For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**

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Orka

Park Road
Palani,
624601
www.orkaapps.com

Dear Bharath,

Congratulations! We are pleased to confirm that you have been selected to work for **ORKA APPS**.

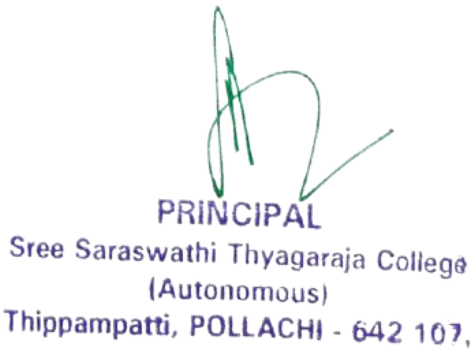
We are delighted to make you the following job offer:

The position we are offering you is that of **ANDROID DEVELOPER** with a monthly cost to the company of **5,000** INR with a start date of **2nd Aug, 2021**. The salary will be paid on a monthly basis by bank transfer. We believe your skills and experience are an excellent match for our company.

As a member of our company, we would ask for your commitment to deliver outstanding quality and results that exceed the expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of our company. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

We are excited to have you join our company! If you have any questions, please feel free to reach out to us at any time.

Sincerely,
ORKA APPS HR Team
30th Sep, 2022



Annexure

Leave Policy

All confirmed employees are eligible for 2 days of personal leave per month. If you take more than 2 days without prior approval and proper reason, it will be considered as leave without pay (LOP - Loss of Pay).

Leave cannot be claimed as a matter of right. Any kind of leave can be granted or refused depending upon the business demands. All leave records of the employees shall be maintained. The Leave policy is applicable to all the regular employees of the company

Full time employment

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public,except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

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Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

Termination of employment

1. During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof, However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.
2. Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.
3. Upon resignation/termination of employment, you will also return all company property, which may be in your possession.
4. Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.
5. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the acts committed by you. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
6. If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
7. If you commit breach of any of the terms of this letter of appointment.

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End of the document

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20217725698/Chennai/BPS/BTN
Date: 10/01/2022

Ms. Sivasankari A
2/36
Vinayagar Kovil Street
Sellappampalayam
Tiruppur-642207
Tamilnadu
Tel# 91-9487745532

Dear Ms. Sivasankari A,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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TCSL/DT20217725698

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Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza, 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): L22210MH1995PLC084781

OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

   You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

   a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

   b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

   c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

   The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

   i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

   ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

   If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

   * Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.

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Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

6. **Process Specific Stipend:**
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
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 and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship**

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Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:
You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL.

10. Notice Period:
You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:
Your traineeship will be subject to a background check in line with the Company'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 checks are unfavorable or at a variance with your own

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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): L22210MH1995PLC084781

declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or

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TCS policies/notice provided applicable at your overseas location.

17. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

18. **Rules and Regulations of the Company:**
Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. **Compliance to all clauses:**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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TCSL/DT20217725698

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20217725698/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 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.

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 any 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 TCS . 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

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Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4001 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling 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.

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 Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. 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.

9. 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.

10. 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 the Confidentiality, Data and IP Protection Terms 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.

11. 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 any claim or liability of any party, 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, 1996 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, Data and IP Protection Terms 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 of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized

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representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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EaziBiz Technologies Pvt. Ltd.

Ref: HR/EMP - 125/14.05.2021

Mr. Gokila Kannan P,
3/59, Anna nagar street,
Minnagar
Pollachi -642003
Coimbatore (Dt).
Email: gokulbca11@gmail.com
Ph: 6383958436.

Sub: Offer Letter

Dear Mr. Gokila Kannan,

Congratulations! Further to the discussion we had with you and the subsequent training and selection process, we are delighted to offer you a position of "**Software Engineer Trainee"** with **EaziBiz Technologies Pvt Ltd. / EaziBiz Group.** Your location of reporting will be in **Coimbatore, Tamil Nadu, India** and the scheduled date of your joining the company is on or before **May 17th, 2021.**

Your stipend will be Rs10,000 /- per month for the probation period and Rs.15,000 as starting salary after your confirmation.

The terms & conditions of our Offer of Employment to you are as follows:

01. Training / Probation Period

You will be on training / probation period of 3 months from the date of your joining the organization. The company may during the training / probation period periodically evaluate your performance. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

02. Compensation

Your total compensation will comprise base salary, variable performance pays and retiral benefits. The base pay, allowances and reimbursements will be governed by the prevailing employment policies of the company as in force time to time.

Your renumeration is strictly confidential between you and the company. You are obliged to maintain absolute secrecy of the terms and conditions herein; failure to do so will invite disciplinary action and may at the sole discretion of the company even result in termination of your services

03. Extended Benefits

During your employment tenure with us, you may be covered under company provided insurance which will be given after your job is confirmed. or ESIC/PF as applicable for the position you are hired.

The aforementioned perquisites are subject to alteration and amendment.

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04. Salary revision, Benefits & Promotions

Your growth in the company and salary shall be reviewed on an annual basis and you shall be notified of the amount of your salary entitlement for the succeeding year, depending on your performance, contribution to the company and company performance.

05. Eligibility

This offer of employment is valid subject to your scoring a minimum of 65% aggregate on the Final Degree Examination and 60% consistently from Class X or equivalent. Waiver of the eligibility criteria is at sole discretion of the Company. This clause (5) is applicable only for 'Freshers'.

06. Retirement

You will retire from the services of the company on attaining the age of superannuation

07. Working Hours:

Monday – Friday – 09.00 AM to 06.00 PM
Saturday – 09.00 AM to 05.00 PM

Working Days 5 day and 6 days working alternatively (i.e., alternate Saturdays shall be holidays – subject to alteration and amendment as per project requirements. 6 days working during training period.)

The employee shall, if and when so required by the Management, work for such further period over and beyond such regular working hours as need to fulfill the project goals.

You will be entitled to 15 days of General Leave subject to the terms and condition as per the prevailing leave policy.

08. Integrity

Each employee at EaziBiz Group is committed to ensure 'Integrity' in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with EaziBiz Group. You are required to read & agree to and sign the code of conduct as listed in the service agreement.

09. Conditions of Hire

a. The assignment offered to you is on a full-time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, whether full-time or part-time, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company. You must obtain prior written consent from the company in above mentioned cases, 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.

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b. Further, if you have any trade or business interest and have any existing connection or future connection (directly or indirectly) with the Company as customers, suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, if there is a present connection and inform the management of the Company on becoming aware of any proposed transactions through such relations in the future.

c. You will have to agree to serve the company for a minimum period of 2 years from the date of your joining. Further, if the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with EaziBiz Group and/ or undertake a business that is in competition with EaziBiz Group. In the event you leave the Company within 2 years after such training period as mentioned in this clause 1.3, the Company will be entitled to recover the costs from you, incurred by the Company towards such training; you may be required to sign a bond to that effect.

d. Your successful completion of your current degree and submission of final semester marks sheet and provisional degree certificate/course completion certificate on or before 17/05/2021 and degree certificate on or before 17/05/2021 if applicable.

10. Transferability

Initially you will be posted at our Coimbatore location, however you may be transferred to provide your services to any of our existing/ future establishments, sister concerns of EaziBiz Group or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfill the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy

11. Information

In accordance with the provisions of the Companies Act 1956, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. You are also required to disclose information regarding any posts held by you including any honorary position.

12. Termination

The notice period for termination of employment on either side will be three months. When payment in lieu of notice is offered by the management or the employee, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

13. Personal Information

This employment offer is made based on the information given by you in the EaziBiz Group job application

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form submitted to us. In case company finds at any time, the information given by you is not correct, untrue or incomplete, the company shall have the right to dismiss you from your employment at any time without notice or salary in lieu of notice period.

14. Background Check & References

Your appointment is contingent upon satisfactory report on the background check conducted by our company's approved agency.

15. Service Agreement

You will be in agreement for 2 years with the company. If you break the agreement, then one year last drawn full salary is to be paid. The agreement starts (17/05/2021 to 16/05/2023) from the day of joining and includes the probation period also.

A three months' notice or salary thereof in case you decide to leave after the contract period of our services subject to the Company's discretion; in the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the notice period. Similarly, the Company can terminate your services by giving one month's notice.

16. Acceptance and Commencement:

Your appointment will be effective on your joining date, i.e. on 17/05/2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to schedule an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer: you are requested to communicate the acceptance of the offer and your joining date, within 2 days from the date of this letter, to hr@eazibiztech.com.

You are required to join at the below mentioned address, with your documents as listed in the Annexure

EaziBiz Technologies Pvt Ltd
1E/3, Raja Nagar, Sowripalayam,
Near Naveen Hospital
Coimbatore – 641028.

We welcome you on board the **EaziBiz** family and wish you a rewarding career over the years to come.

For EaziBiz Technologies Pvt Ltd,

Authorized Signatory.

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

Date: _____

_____ _____

Sign your name Print your name

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

Ref: HR/EMP - 121/16.04.2021

Mr. T. Hari Saravana Perumal,
3/95-1, Bharathi Nagar,
A – Sangampalayam colony, Pollachi – 642002.
Ph: 8760766433.
Mail Id: harisaravanaperumal@gmail.com

Sub: Offer Letter

Dear Mr. Hari,

Congratulations! Further to the discussion we had with you and the subsequent training and selection process, we are delighted to offer you a position of "**Software Engineer Trainee"** with **EaziBiz Technologies Pvt Ltd. / EaziBiz Group.** Your location of reporting will be in **Coimbatore, Tamil Nadu, India** and the scheduled date of your joining the company is on or before **April 19th, 2021**.

Your gross salary will be Rs.10, 000 /- per month as a starting salary.

The terms & conditions of our Offer of Employment to you are as follows:

01. Training / Probation Period

You will be on training / probation period of 3 months from the date of your joining the organization. The company may during the training / probation period periodically evaluate your performance. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

02. Compensation

Your total compensation will comprise base salary, variable performance pays and retiral benefits. The base pay, allowances and reimbursements will be governed by the prevailing employment policies of the company as in force time to time.

Your renumeration is strictly confidential between you and the company. You are obliged to maintain absolute secrecy of the terms and conditions herein; failure to do so will invite disciplinary action and may at the sole discretion of the company even result in termination of your services

03. Extended Benefits

During your employment tenure with us, you may be covered under company provided insurance which will be given after your job is confirmed. or ESI/PF as applicable for the position you are hired.

The aforementioned perquisites are subject to alteration and amendment.

04. Salary revision, Benefits & Promotions

Your growth in the company and salary shall be reviewed on an annual basis and you shall be notified of the

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M/s.Romana Group Of Companies
Dubai, UAE
Phone: 00971-42511160 Fax: 00971- 42511165
Website : www.romanawater.com

Name	: HARIPRASAD KRISHNASAMY	**Company**	: Romana Water Company LLC	**Pay Month**	: September 2022
Employee ID	: 501268	**Division**	: RW-D&D LLC	**Pay Period**	: 01.09.2022 - 30.09.2022
Joining Date	: 05.01.2022	**Department**	: Finance and Accounts	**Pay Days**	: 30
		Designation	: COLLECTION EXECUTIVE	**Payment Mode**	: Bank Transfer
		Grade	: Grade -D	**Bank Name**	: DUBAI ISLAMIC BANK
		Location	: Dubai	**Bank Account Number**	: 0061520269303401
		Cost Center	: Finance & Accounting	**OT Normal**	: 26.00
		Visa Company	: ROMANA WATER DESALINATION & DISTRIUBTION		

Earnings		Rate	Amount	Deductions		Rate	Amount
Basic Pay		58.33	1,750.00				0
Comprehensive Allowance		18.33	550.00				0
Normal OT (100 %)			189.58				0
Earnings Total	**AED**		2,489.58	**Deductions Total**	**AED**		0.00
Net payment	**AED**		**2,489.58**				

Amount in Words Dirham (AED) : Two Thousand Four Hundred Eighty-Nine And Fifty-Eight Fils Only

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BANNARI AMMAN SPINNING MILLS LTD - GARMENTS DIVISION
Factory :SF.No : 293/2, Palladam Hitech Weaving Park, Sukkampalayam Village,
KN Puram Post, Palladam, Tirupur - 641 662
Telephone :0422 - 2435555 Fax :0422 - 2430233 E.Mail : hrm@bannarimills.com
CIN No : L17111TZ1989PLC002476 GSTIN : 33AAACB8513A1ZE

BASML/GD/HR/AL/2022/113 18/05/2022

To
KUMAR MOORTHY R
S/O. RAVEENDRAN
3/223C, RAMNAGAR NEAR INDHRA NAGAR JAKKAMMA KOVIL,
CHINNAVEERAMPATTY, THUNGAVI,
UDUMALPET, TIRUPPUR - 642203

Mr. KUMAR MOORTHY R with reference to your application for employment and interview held with you, we are pleased to offer you for an employment in our Garments Division, Factory subject to the terms and conditions as set out herein:

Terms and Conditions

1. Your designation will be **Asst.HR Executive** the details of your salary will be as per **Annexure - A**. Please note that tax will be deducted at source as per the income Tax Act, if applicable.

2. You will be covered under Social security legislation scheme like EPF and Gratuity as per the Act applicable to you

3. You will be based at **Factory, Palladam** and you will report directly to the **HR MANAGER** you are liable to be transferred to another branch, shift, post of or place or to sister or associate, subsidiary company or any other concern whether in existence or which may come into existence hereafter.

4. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the organization.

5. It will be your duty to intimate in writing to the management whenever there is any change of your address.

6. You will be governed by the rules and regulations including the conduct, discipline, and appeal rules, standing orders, administrative orders and any such other rules of the organization that may be in force from time to time.

7. You will perform your duties as per the job description which includes your key responsible areas. You will also perform any other incidental work if and when required and if and when instructed.

8. Your increments/promotion and demotions will depend at the sole discretion of the management depending upon your efficiency, performance, regular attendance, sense of discipline, loyalty and good behaviour and also subject to the prosperity of the organization.

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Factory :SF.No : 293/2, Palladam Hitech Weaving Park, Sukkampalayam Village,
KN Puram Post, Palladam, Tirupur - 641 662
Telephone :0422 - 2435555 Fax :0422 - 2430233 E.Mail : hrm@bannarimills.com
CIN No : L17111TZ1989PLC002476 GSTIN : 33AAACB8513A1ZE

9. **Confidential Information:** You shall maintain confidentiality on all the information, data documents and other related matters provided by the organization concerning the affairs to enable you to perform the service. Your obligation to keep such information confidential shall survive even on termination or cancellation of the employment. Accordingly, you shall not take up any other employment or start any venture or help anyone in the business similar to us during the period of employment.

10. **Termination:**
    10.1. This order of probation is for six months and on expiry of your probation period, you will have to get an order of confirmation in writing from the company which will be based on a review of your performance in the last six months for further continuation of your employment.
    10.2. During your probation period based on a review of your performance, company has the option to terminate your services at any time without any notice, any compensation and without assigning any reason.

11. You will automatically retire without any notice on your completing 58 Years.

12. In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having accepted the same and return the same. You are hereby asked to join us within one month from the date of receipt of this offer of appointment and communicate to us your date of joining. You will report to the HR department.

13. While joining you will be required to submit relevant documents and certificates as stated in the Annexure B of HR Department. The same should be submitted within 45 days from your DOJ, the absence of which will entail holding up of your salary.

14. We take this opportunity to welcome you to our company and wish you all the best.

Yours Faithfully,

For Bannari Amman Spinning Mills Ltd - Garments Division

Authorized Signature

DECLARATION

I have read/understood the above terms & conditions and agree to abide by them. I hereby state that I will be joining the company on 18/05/2022

Date: 18/05/2022
Place:: Palladam

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Signature

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BANNARI AMMAN SPINNING MILLS LTD - GARMENTS DIVISION
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CIN No : L17111TZ1989PLC002476 GSTIN : 33AAACB8513A1ZE

BANNARI AMMAN SPINNING MILLS LIMITED

Garments Division

Annexure to Appointment Letter dt. 18/05/2022

AO-064

Salary Details

S.No	Particulars	Amount (Per Month)
1	Basic	4264
2	DA	3952
3	HRA	2834
4	Conveyance Allowance	1950
5	Utility	0
6	Spl. Allowance	0
Total		**13000**

(Rupees Thirteen Thousand Only)

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	coll-man ISO 9001 : 2008

Date: 17-10-2022

Offer Reference No: 209514

To:

Mr. SANKAR

1/38, WATER TANK STREET, VADAKKIPALAYAM, POLLACHI, TAMIL NADU

OFFER LETTER

Dear Mr. SANKAR

With reference to your application and the interview you had with us, we are pleased to offer you the position of **FIELD EXECUTIVE,** in **COIMBATORE** our company. You shall be paid a consolidated salary of **Rs.0(Rupees only) Per month.**

Your appointment in the company is subject to the following terms and conditions:

Completion of Induction Training Program AND Documentation,Employment Verification

You will be appointed in the company only after the successful completion of the induction training program and on the condition that your identity should be found genuine during the employee verification's conducted by the company.

Joining Date and Confirmation of Appointment

Your joining date will be the date of induction training program that you attend and subject to the condition that you are successfully pursuing your employment after the completion of induction program.

Your employee ID will be created only after the submission of all the mandatory documents.

Terms of Appointment

During your employment you may be needed to work for extended hours, weekends, or holidays, as per the work requirement and no additional pay or compensation will be provided for that.

During your employment you are liable to be transferred from one job profile to another or from one location to another as per requirement and you must be ready to accept

You will need to inform any planned leaves to your reporting manager before before availing leave. In case of any sudden leave due to any unforeseen circumstances,you will need to inform your reporting manager over phone or email.

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{Form S-AI 903}

Professional Services Enhancement Bond

This Professional services agreement ("Agreement") is entered on the 16th day of Oct 2022 by and between SCEN-AI DATA SCIENCE PRIVATE LTD ("the Client") and MadhanKumar Selvaraj ("the trainee").

WHEREAS

1. The Client has selected the trainee for the position of Consultant Software Engineer Trainee, would initially involve extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Trainee.

2. The Trainee agrees to stay in employment with the Client for a minimum period of twenty-four (24) months from the date of joining. i.e., from *14th day of Nov 2022* (which does not include the Training and notice period), in consideration of which, the Client is not charging the cost of training from the trainee

3. The Trainee undertakes to undergo the training, as may be required to understand the job responsibilities, so that the same are carried out in an effective manner.

4. The Trainee, as part of the consideration for the training efforts and costs involved, agrees to sign a bond for not leaving the services of the Client for a minimum period of Twenty-four (24) months from the date of joining the services of the Client excluding the Training and notice period

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NOW THE AGREEMENT WITNESSETH AS BELOW:

5. The Trainee acknowledges that substantial costs have been invested in training for effectively handling the job responsibilities and, any discontinuance of the employment before the expiry of twenty-four (24) would unfairly prejudice the Client, and, as such, the Trainee undertakes not to leave the services of the Client, for any reason whatsoever for a minimum period of twenty-four (24) months from the date of joining. excluding the Training and notice period

6. In case the Trainee, for any reason, leaves the services of the Client before the said period of twenty-four (24) months, then the trainee shall forthwith pay a sum of INR 94,000/- (Rupees Ninety-four Thousand only) being the indemnification of the cost of training to the Client. The Trainee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving order from the Client and at the same time the Client has full right to initiate appropriate legal proceedings against the Trainee.

7. That the said Trainee shall not during the period of this agreement work directly or indirectly in any similar trade or business either as a Trainee, partner, or advisor or in any other capacity.

8. That the said Trainee shall be just and faithful to the Client in all matters and shall not at any time except under legal process, divulge to any person whosoever and shall use the Trainees best endeavors to prevent the publication or disclosure of any trade secret or business process or any confidential matter or information concerning management decision of the Client or of its dealing, transactions or affairs which may come to the Trainees knowledge.

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9. Any dispute or difference arising out of this Agreement shall be resolved through Arbitration. The sole Arbitrator appointed in consultation with parties shall conduct such Arbitration. The provisions, of the Indian Arbitration Act, 2016 or any statutory modification or re-enactment thereof for the time being in force shall be applicable in Bangalore courts alone which will have exclusive jurisdiction in all matters connected with this Agreement.

10. However, the Client has the full right to transfer, suspend or terminate the employment of the Trainee in case he breaches any of the above provisions and is found to be dishonest to the Client. The Client can also withhold the salary and/or experience certificate of the Trainee until the final clearance of the matter.

11. The Client reserves the right to waive off any obligations on the part of the Trainee arising out of this agreement in case of any unforeseen circumstances namely – health issues, accidents, or such other unforeseen contingencies.

12. Upon successful completion of the training, the trainee will be elevated to the next level within the organization with a gross monthly services payment capped at INR 18,000(Eighteen thousand rupees) only. The revision of payment shall happen after 12 months, based on the performance of the trainee.

In witness whereof the Parties hereto have affixed their signatures on the date herein below mentioned.

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connect@scenai.com www.scenai.com +91.974 296 6671

The trainee shall accept the terms and conditions above mentioned by signing the declaration in the duplicate and return to the client. The original shall be retained by the trainee.

FOR TRAINEE

For SCEN-AI DATA SCIENCE PRIVATE LTD

JAGADEESAN S V

Digitally signed by JAGADEESAN S V
Date: 2022.10.16 15:10:42 +05'30'

MadhanKumar Selvaraj

Jagadeesan SV

Place: *Coimbatore*

Date: *Oct-16-2022*

For SCEN-AI use	
Contract Number: S-AI 903 Q4 Oct 00093	*Seal*
Trainee ID: PAN *ID Number: FMQPM6884M*	
Number of pages: 4	
Document Name: S-AI 0903- MadhanKumar Selvaraj Oct 16 2022 *Stored Location: D:\Scenai\Contract\NDA\ - MadhanKumar Selvaraj*	

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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

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Dear Sanjith selvaraj
Sub: Letter of Appointment

We are pleased to confirm your offer for the position of **MIS Executive** with a start date from **01-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.

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 **01-Mar-2022**.

Mary
Authorised Signatory

HR Signature

Date :
Place : Coimbatore Trichy Road

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Name : Sanjith selvaraj

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Employee Signature

FOCUS EDUMATICS CONFIDENTIAL

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#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

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

EMPLOYMENT AGREEMENT

Agreement made on this day of **01-Mar-2022** by and between Focus Edumatics Private Limited., Coimbatore and **Sanjith 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 **01-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 “MIS Executive” 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
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Focus Edumatics Private Limited

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

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

Name : Sanjith selvaraj

HR Signature

Employee Signature

Date :

Place : Coimbatore Trichy Road

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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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(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 ofthe 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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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

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.

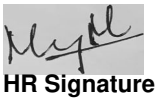
My signature below indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

for Focus Edumatics Private Limited.,

Mary

Authorised Signatory

Name : Sanjith selvaraj



HR Signature

Employee Signature

Date :

Place : Coimbatore Trichy Road

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

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ACCELERATING TRANSFORMATION

COMPENSATION AND BENEFITS

Name : Sanjith selvaraj | **Date Of Joining : 01-Mar-2022**
Designation : MIS Executive | **Location : Coimbatore Trichy Road**

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9431	113172
House Rent Allowance	3772	45264
Conveyance	1333	15996
Statutory Bonus	786	9432
Monthly Gross Earnings (A)	**15322**	**183864**
B. Monthly Deduction		
EPF Employee Share	1132	13584
ESI Employee Share	115	1380
Professional Tax	208	2496
Total Deductions (B)	**1455**	**17460**
Net Salary (A – B)	**13867**	**166404**
C. Statutory/Other Share of Employer		
EPF Employer Share	1226	14712
ESI Employer Share	498	5976
Gratuity	454	5448
Statutory Total (C)	**2178**	**26136**
Total CTC (A + C)	**17500**	**210000**

- 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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Employee Signature

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Coimbatore, Tamil Nadu - 642003
Tel No: +919176006287

GSTIN: 33AABCE7582R2ZZ
CIN: U72200DL2007PTC162619

Appointment Letter

HR/AL/2021/12/11163
Date: 01-Dec-2021

Name of the Candidate: Nawaz Shereef N
Job Location: Pollachi
Date of Joining: 01-Dec-2021

Dear **Nawaz Shereef N,**

With reference to your Offer letter vide reference no HR/IL/2021/08/7968 dated 22-Aug-2021, we are pleased to appoint you for the position of **"Jr Engineer (NOC)"** in **VVDN Technologies Pvt. Ltd. (hereinafter referred to as "VVDN" or "Company")** on the following terms and conditions:

1. You will be given a CTC of **Rs. 02.40 LPA** starting from the date of joining. All payments are subject to the applicable TDS, PF, ESIC and other relevant compliances as per the applicable laws.

1. Working days will be **Five days** a week whereas for Production/ Manufacturing, it will be **Six Days** a week. This is subject to any change, which may be enforced in the future. Such changes will supersede all the relevant clauses mentioned in this Appointment letter.

2. You will be on a probation period for the first 3 months. During this period, if the Company identifies that the performance of an employee is not at a satisfactory level, services will be subjected to terminate with immediate effect.

3. Any financial commitments made by VVDN before joining, will be furnished after three months of regular service, wherein employee must not be on the notice period. In case of resignation before the first three month's completion, the company reserves the right to decline such commitments.

4. You will be required to execute a Confidentiality Agreement, NDA, Terms and Conditions of Employment and such other documents/ undertakings/ agreements as may be required by **VVDN** from time to time.

5. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc. which will be a result of your working in **VVDN** or its associates, or which you may come to know in the course of your employment, more specifically in relation to the engineering or technology used or adopted by **VVDN**, shall be the property of **VVDN**. You shall treat the above information or data in connection with any work done in VVDN strictly confidential. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.

6. All information, papers, correspondence, etc., pertaining to **VVDN** business activities, commercial, technical or otherwise coming into your possession in the course of your employment shall be treated strictly confidential.

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GSTIN: 33AABCE7582R2ZZ
CIN: U72200DL2007PTC162619

Work Product and License

7. **Work Product**. In this Agreement the term "Work Product" shall mean all work product generated by you solely or jointly with others in the performance of the Services, including, but not limited to, any and all information, notes, material, drawings, records, diagrams, formulae, processes, technology, firmware, software, know-how, designs, ideas, discoveries, inventions, improvements, copyrights, trademarks and trade secrets.

8. **Ownership.** You hereby agree to assign and does hereby assign to VVDN all/entire right(s), title(s) and interest(s) in and to the Work Product. All Work Product shall be the sole and exclusive property of VVDN and you will not have any rights of any kind whatsoever in such Work Product.

9. You hereby agree, at the request and cost of VVDN, to promptly sign, execute, make and do all such deeds, documents, acts and things as VVDN may reasonably require or desire to perfect VVDN's entire right, title, and interest in and to any Work Product.

10. You will not make any use of any of the Work Product in any manner whatsoever without the VVDN's prior written consent. All Work Product shall be promptly communicated to VVDN.

11. **License**. In the event that you integrate any work that was previously created by you into any Work Product, you shall grant to, and VVDN is hereby granted, a worldwide, royalty-free, perpetual, irrevocable license to exploit the incorporated items, including, but not limited to, any and all copyrights, patents, designs, trade secrets, trademarks or other intellectual property rights, in connection with the Work Product in any manner that VVDN deems appropriate. You hereby warrant that you shall not knowingly incorporate into any Work Product any material that would infringe any intellectual property rights of any third party.

12. **Relocation / Transfer:** Transfer to a different function or department or location within VVDN can be requested or applied for by an employee only if such an opportunity is available and employee has completed minimum 2 years of service with VVDN. The decision on such a matter is at the sole discretion of the Company.

13. During your tenure with **VVDN**, you may be transferred to any of the Offices/ Departments/ Units of **VVDN** or of associate concerns 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 concern outside India by **VVDN**, you shall be treated as having bound yourself to serve **VVDN** for the deputation period, and for the stipulated period, thereafter, if any, and the same shall be treated as the contract period vis-a-vis this contract of service.

14. **Leave**: Regular full time employees will have planned and unplanned leaves as per the VVDN Leave Policy, whereas people joining as an Intern/ Trainee will be entitled to get one unplanned leave in a month on pro rata basis. Leave policy is available on VVDN's Internal document repository. We expect you to kindly go through with it. The same is part of induction manual digital copy.

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GSTIN: 33AABCE7582R2ZZ
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15. During your tenure with **VVDN**, you will be governed by the Service Rules and regulations of **VVDN** currently in force or as introduced/awarded from time to time. A copy of the same is available on VVDN's Internal document repository. We expect you to kindly go through with it. The same is part of induction manual digital copy.

16. At all times you shall comply with the Companies Policies attached herein and/or as updated on VVDN's Internal document repository. We expect you to kindly go through with it. The same is part of induction manual digital copy.

17. Either party can terminate this employment by serving a notice on the other party. The employee is required to serve a compulsory notice of 90 days, whereas, the Company shall serve a notice of 30 days, irrespective of the employment status being in probation or permanent.

18. During the notice period, in the event of employee's unacceptable attitude, action against the interest of the Company, In violation of Company's Service rules and policies including without limitation violation of Confidentiality Obligations by the employee, Company thereby reserves the right to terminate the employment immediately without any notice period and Company shall not be liable to compensate the employee for the notice period in any manner.

19. Company has rights to hold employee's salary during the notice period, based on the performance feedback from the concerned Reporting Manager.

20. There will be a performance assessment in every financial year. Employee must have completed at-least 6 months of uninterrupted services in **VVDN** to become eligible for performance assessment. Based on assessment, the compensation will be revised.

21. You have been enrolled on the presumption that the particulars furnished by you are correct. Those details shall be subject to verification even through External Verification Agencies. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with **VVDN** shall stand terminated/ cancelled without any notice.

22. You will diligently carry out, to the best of your ability, all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, association, business or occupation other than your curriculum.

23. Upon termination of your employment for whatsoever reason, you shall immediately return to VVDN, any or all VVDN's property in your possession, as well as, any or all the materials, designs, drawings or any other information whatsoever, whether termed as confidential information or not, and shall not make or retain any copy of such information with you in any mode whatsoever.

24. The invalidity or unenforceability of any provision of this Agreement, or any terms thereof, shall not affect the validity of this Agreement as a whole, which shall at all times remain in full force and effect.

25. You by acceptance of this Appointment Letter hereby represent and warrant to VVDN that you are under no contractual or other restrictions or obligations which are inconsistent with the execution of this Agreement or which will interfere with your performance of the Services.

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This document, together with the attachments appended hereto and for policies and service rules provided at VVDN's Internal document repository, constitutes the Terms and Conditions for the Agreement between the parties, and acceptance of this document shall be deemed to be the acceptance of various policies and conduct/service rules appended hereto and policies and conduct/service rules (as may be amended and updated) for which VVDN's Internal document repository are provided to you herewith this Agreement.

Please sign the copy of this letter and return the same as token of your acceptance of the terms and conditions detailed in this letter.

As intimated in the offer letter email, please share the original documents for verification and submit the self-attested photocopies of the following documents for the record purpose:

- **Pan Card**
- **Aadhar Card**
- **2 Color photographs, passport size**
- **10th Certificate**
- **12th Certificate**
- **All semester mark-sheets & Degree certificate**
- **Form 16 (If applicable)**
- **UAN Card (If applicable)**
- **Pay slips of last 3 months from the previous employer**
- **Latest offer letter from the previous employer**
- **Experience letter from all previous employers**
- **Passport** (Passport is mandatory at the time of joining. In case you do not possess a valid passport, we want you to apply for it in advance and submit the copy of application to HR department within one month of your joining)

Disclaimer: The personal information and documents, voluntarily shared by you with the HR/ representatives of VVDN, will be kept confidential and intended solely for the applicable verification and internal purpose(s). It will not be shared with any third party, unless required by the company policy and applicable law.

Wishing you a rewarding career with **VVDN** and welcoming you to our Pursuit of Excellence.

The detailed Pay Structure is annexed as a part of this letter.

Yours sincerely,

For **VVDN Technologies Pvt. Ltd.**

Authorized Signatory

Name of the Candidate: Nawaz Shereef N

Signature: ----------

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GSTIN: 33AABCE7582R2ZZ
CIN: U72200DL2007PTC162619

Annexure I

Name of the Candidate : **Nawaz Shereef N**
Designation : **Jr Engineer (NOC)**

Salary Breakup		
Salary Components	**Annual (INR)**	**Monthly (INR)**
Basic	180,000	12,500
HRA	13,620	4,042
Gratuity	8,652	601
Bonus Statutory	9,528	794
Sub Gross Pay	**2,11,800**	**17,937**
Statutory Benefits		
PF Contribution (Employer)	18,000	1,500
Employer ESIC	6,756	563
Employee ESIC	1,560	130
PF Contribution (Employee)	18,000	1,500
Professional Tax if applicable	2,496	208
Net Take Home Salary	**185976**	**15,498**
CTC	**2,40,000**	**20,000**

Useful Notes:

- PF is fully nontaxable.
- Medical Insurance premium amount will be deducted for the full year from first month's salary on pro rata basis and auto-renewed every year September month.
- Employee Contribution towards ESI will be deducted wherever ESI is applicable.
- HRA will be non-taxable subject to Bills submission & as per applicable provision of Income Tax ACT.
- LTA (Leave Travel Allowance) will be non-taxable as per applicable provisions of the Income Tax ACT.
- Vehicle Running & Maintenance Reimbursement, Books & Other Professional Literature Reimbursement, Telephone & Internet Charge Reimbursement, Professional Research/Development Allowance, Meal Cards are monthly payable and can be claimed through bills. These are optional ones. You shall be entitled to reimbursement(s) for all pre-approved expenses reasonably incurred in the performance of the Services, upon submission and approval of written statements and receipts/proof of expenses in accordance with the regular procedures of VVDN/VVDN's policy against submission of actual invoices.
- Non-selection of tax saving options, will allow the benefits to be added to the special allowance.
- Professional Tax and Labor Welfare Fund will be deducted as per state rules.
- Gratuity is applicable as per The Payment of Gratuity Act.

For **VVDN Technologies Pvt. Ltd.**

Authorized Signatory

Name of the Candidate: Nawaz Shereef N

Signature: ----------

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LOGIMAX

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July 18th , 2022.

Miss. Pavithra.S
D/O Senthikumar.M,
2/421, Nesavalar Colony,
Kanjampatti,
Pollachi
642003.

LETTER OF APPOINTMENT

Dear **Miss. Pavithra. S**

Reference is made to various discussions you had with us. We have pleasure in extending to you an Offer of Employment as **"Support Associate - Trainee"** in LOGIMAX. You are requested to join us on terms and conditions of appointment as applicable in the Company.

The effective date of your appointment will be **July 18th , 2022** and your initial work location will be **"Coimbatore".**

COMPENSATION

Your Annual Total Compensation will be **Rs.1,20, 000/-**

This includes all allowances entitled for your position. The break-up of your Annual Total Compensation is detailed in Annexure – A & B of this appointment letter.

It is your responsibility to meet all requirements under the Indian Tax laws including payment of Income Tax and filing of Income Tax Returns. The Company will deduct Tax at source (TDS) according to Indian Tax Laws.

You will appreciate that your compensation package is unique and exclusive for you only and should be treated with confidentiality and as a non-comparable package with others.

Kindly note that this is a position of continuous responsibility and does not entail payment of extra time or overtime.

JOB DESCRIPTION

Your job description and general and specific responsibilities will be intimated to you upon joining by your immediate superior.

TERMS & CONDITIONS:

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

Logimax Technologies (P) Ltd
24&25,Logimax Enclave, L&T Bypass, Near Karpagam University Junction, Eachanari, Coimbatore - 641 021
Mobile No: +91 96262 43499
www.logimaxindia.com , info@logimaxindia.com

LOGIMAX

CONFIDENTIALITY / SECRECY

The terms of your appointment, including salary information, are confidential and should not be discussed with other Logimax employees, potential employees, competitive companies or client personnel. Disclosure of this information would result in termination of employment. We hope you will appreciate the business considerations behind our Employment Agreement and confidentiality of compensation information.

EXCLUSIVE EMPLOYMENT

The EMPLOYEE will be employed by Logimax and the EMPLOYEE shall render all reasonable duties expected of him / her and his / her position. The EMPLOYEE shall devote all of his/her business time, attention, and energy to Logimax and shall not, during the term of employment, be engaged in any managerial or employment capacities in any other business activity for gain or profit. During employment with Logimax, EMPLOYEE will not do anything to compete with Logimax's present or contemplated business, nor will he/she plan or organize any competitive business activity and EMPLOYEE will not enter into any agreement with anybody which conflicts with his/her duties or obligations to Logimax.

STATUTORY BENEFITS

Logimax reserves the right to alter, amend or cancel any of these benefits at anytime to comply with statutory provisions.

PROBATION

There will be an initial probation period of six months from the date of employment, which may be extended by Logimax at its discretion. During this period, the EMPLOYEE's employment may be terminated with 30 days notice, this may be extended up to 60 days on case to case based on management discretion from either side or CTC (cost to company) in lieu thereof. Unless otherwise communicated to the EMPLOYEE in writing, the EMPLOYEE's probation period shall stand extended. Logimax reserves the right to pay or recover CTC (cost to company) in lieu of notice period. The Company may at its discretion relieve the employee from such date as it may deem fit even prior to the expiry of the notice period.

TERMINATION

On confirmation of employment, Logimax agrees to provide the EMPLOYEE with 60 days advance notice of termination or CTC (cost to company) in lieu thereof. (provided no advance notice is required if the termination of employment is for just cause) and the EMPLOYEE agrees to provide **Logimax** with 60 days advance notice of termination of employment or the payment of 60 days CTC (cost to company) in lieu thereof. Logimax reserves the right to pay or recover base salary in lieu of notice period. The Company may at its discretion relieve the employee from such date as it may deem fit even prior to the expiry of the notice period.

LEAVE

The EMPLOYEE will be eligible for Time Off as per the prevailing rules and policy guidelines of Logimax.

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REVIEW

The EMPLOYEE will be eligible for confirmation at the end of probation period and for a salary review thereafter in conjunction with Logimax's Annual Review Cycle.

TRANSFER OF SERVICE

EMPLOYEE'S services are liable to be transferred to any other department, branch office or establishment anywhere in India or abroad at the sole discretion of Logimax. EMPLOYEE will be governed by the terms and conditions as applicable at the place of transfer.

NON COMPETE TERMS

During his/her employment or within the period of twenty four (24) months following the termination of the employment for whatever reason, the EMPLOYEE shall not directly or indirectly solicit the business of (or otherwise deal in a manner adverse to Logimax with) the customer(s) of Logimax, nor directly or indirectly solicit the services of (or otherwise deal in a manner adverse to Logimax with) any employee of Logimax or induce such employee to terminate his/ her employment.

EXCLUSIVE PROPERTY

EMPLOYEE agrees that all business procured by the EMPLOYEE while employed by Logimax is and shall remain the permanent and exclusive property of Logimax. EMPLOYEE further agrees that the relationship with Logimax of each of the employees and independent contractors of Logimax is a significant and valuable asset of Logimax and all such relationships shall at all times, both during and subsequent to the termination of EMPLOYEE'S employment, be treated as the sole and exclusive property of Logimax.

The EMPLOYEE agrees that any invention, discoveries or improvements, whether or not patentable, which may be conceived, developed, or reduced to practice by the undersigned EMPLOYEE or jointly with others during the course of employment by Logimax, under this agreement, shall belong to Logimax, and all rights, including foreign rights, on such inventions, discoveries or improvements shall be assigned by said undersigned EMPLOYEE to Logimax. Failing which in addition to any other remedy available under the law, civil/criminal the EMPLOYEE shall be liable to pay adequate compensation to Logimax.

The EMPLOYEE agrees that all documents, papers and drawings relating to the business or work of Logimax and prepared or received by the EMPLOYEE in connection with or by virtue of his/her employment, and all copies and summaries of such documents, papers, and drawings, shall be the sole property of Logimax, and shall be delivered to Logimax any time upon its request and in any event upon completion of work for Logimax.

CONFIDENTIAL INFORMATION

EMPLOYEE specifically agrees that he/she shall not at any time, either during or subsequent to the term of the EMPLOYEE'S employment with Logimax, in any fashion, form or manner, either directly or indirectly, unless expressly consented to in writing by Logimax, use, divulge, disclose or communicate to any person or entity any confidential information of any kind, nature or description concerning any matters affecting or relating to the business of Logimax, including, but not limited to, Logimax's sales and marketing methods, programs and related data, or other written records used in

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Logimax's business; Logimax's computer processes, programs and codes; the names, addresses, buying habits or practices of any of its clients or customers; compensation paid to other employees and independent contractors and other terms of this employment or contractual relationships; or any other confidential information of, about or concerning the business of Logimax, its manner of operations, or other data of any kind, nature or description. The parties to this Agreement hereby stipulate that, as between them, the above information and items are important, material and confidential trade secrets that affect the successful conduct of Logimax's business and its good will, and that any breach of any term of this section is a material breach of this Agreement. All equipment, notebooks, documents, memoranda, reports, files, samples, books, correspondence, lists or other written and graphic records, and the like, including tangible or intangible computer programs, records and data, affecting or relating to the business of Logimax, which the EMPLOYEE might prepare, use construct, observe, posses or control, shall be and shall remain Logimax's sole property.

NON - INTERFERENCE

Any interference with Logimax's business, property, confidential information, trade secrets, clients, customers, employees or independent contractors by the EMPLOYEE or any of EMPLOYEE'S agents during or after the term of EMPLOYEE'S employment shall be treated and acknowledged by the parties as a material breach of this Agreement rendering the EMPLOYEE liable for action both civil and criminal.

OTHER CONDITIONS

In the event EMPLOYEE resigns employment with or is terminated for a just cause by Logimax within twelve (12) months of incurring any expenses by Logimax [on behalf of EMPLOYEE or as reimbursement to EMPLOYEE] towards relocation and/or training, the EMPLOYEE recognizes and agrees that EMPLOYEE shall pay [and/or a deduction will be made on the final pay check] to Logimax the amount of any such relocation / training expense / reimbursement and/or any relocation / training expense paid by Logimax on behalf of EMPLOYEE. Cause includes, but is not limited to, breach of this Agreement, neglect of duties, failure to act in the best interests of Logimax, and violation of rules, regulations, and procedures established by Logimax.

The EMPLOYEE confirms that he/she is joining the services of Logimax of his/her own free will and volition, and agrees to indemnify Logimax against any claims that may arise due to his/her joining Logimax. The EMPLOYEE represents and warrants that accepting employment with Logimax does not violate any other written or verbal agreement that he/she may have with any other person or association, joint venture or entity, including any non-compete agreement. The EMPLOYEE further agrees not to disclose or use confidential or proprietary information obtained by him/her from another employer.

This entire agreement constitutes between the parties and such Agreement super cedes any and all prior agreements or understandings, oral or written, between the parties and may not be changed orally. The EMPLOYEE acknowledges that the conditions of this agreement are reasonable and fair and that any restrictions and conditions contained herein are necessary for the protection of Logimax's business.

ARBITRATION

a) That all disputes, differences and / or claims arising out of this Agreement among the parties hereto, whether during the subsistence of this Agreement or thereafter, shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, or any statutory amendments thereof, and in accordance with the covenants contained in this

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Agreement, and shall be referred to the sole arbitration of an arbitrator, to be nominated by Logimax or in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

b) The decision of the arbitrator/arbitration panel shall be final and binding on both the parties.

c) That in the event of such an arbitrator to whom matter has been originally referred, dying or being unable to act for any reason, Logimax, after such death of the arbitrator or after his inability to act as arbitrator, shall appoint another person to act as arbitrator, and such a person shall be entitled to proceed with the arbitral reference from the stage at which it was left by his predecessor.

d) That the language to be used in the arbitral proceedings shall be English.

e) That the venue of arbitration proceedings shall be at Coimbatore.

f) For all disputes arising under this contract of employment and for applications and petitions under the Arbitration and Conciliation Act, 1996 or of any modification or re-enactment thereof the courts in Coimbatore alone shall have exclusive jurisdiction to the exclusion of all other Courts.

g) That the parties hereto hereby authorize the arbitrator so appointed to conduct the arbitral proceedings purely on the basis of documents, claim statement, statement of defence and pleadings filed by the parties hereto in connection with the arbitral reference.

h) That the cost of arbitration shall be at the discretion of the arbitrator and after it is determined, shall be divided equally between the parties or in such other fashion as the arbitrator so orders, which order shall prevail.

i) That the parties hereto agree that the arbitral proceedings shall be concluded within a period of three months from the date of first hearing of the arbitral reference provided the period may be extended with the consent of both the parties and such period of extension shall not at any cost extend beyond a period of six months from the date of first hearing of the arbitral reference.

j) That the arbitrator so appointed including the procedure of appointment and his authority shall not be challenged by any of the parties.

k) That the parties hereto shall not by themselves give oral evidence or make any witness give evidence before the arbitrator so appointed in any arbitral reference, either for against such a reference.

ADDRESS FOR THE PURPOSE OF SERVICE:

All communications between the EMPLOYEE and Logimax shall be deemed to have been effectively served if made in writing and addressed to the following addresses:

Logimax Technologies Private Limited
24&25, Logimax Enclave,
L&T Bypass, Near Karpagam University,
Eachanari, Coimbatore – 641021

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Any change in the above addresses of any of the concerned parties, i.e., Logimax, Employee shall be intimated to other parties by the party whose address has changed, within a period of seven days of such change.

If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the addresses of the concerned parties for all purposes of communications.

In all cases where notices are sent by the parties under this Agreement proof of delivery of such notice shall be sufficient requirement of service of notice under this Agreement.

Sincerely,

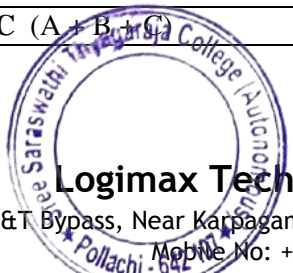
Logimax Technologies Private Limited.

Director & Head – Human Resources

** This offer is contingent upon successful completion of Background Verification

ANNEXURE "A" - COMPENSATION STACK

	COMPONENTS	MONTHLY	ANNUAL
1	BASIC		
2	HRA		
3	MEDICAL ALLOWANCE		
4	SPECIAL ALLOWANCE		
5	GIFT ALLOWANCE		
6	CHILDREN'S EDUCATIONAL ALLOWANCE		
7	ATTIRE ALLOWANCE		
8	PROFESSIONAL DEVELOPMENT		
9	LTA (Paid Annually)		
10	HEALTH INSURANCE PREMIUM		
11	PERSONAL ACCIDENT INSURANCE		
A	**FIXED CTC**	10,000.00	1,20,000.00
B	**FLEXIBLE BENEFIT PLAN** (maximum limit)	-	-
C	**ANNUAL PERFORMANCE BONUS**	-	
	TOTAL CTC (A + B + C)	10,000.00	1,20,000.00



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HEALTH INSURANCE - You will be eligible for Family Health Insurance of Rs.2,00,000/- and Personal accidental Insurance of Rs.2,00,000/-. Health Insurance premium may vary depending on the individual's age; the difference amount would be deducted from the monthly gross salary. Premium for Personal Accident Insurance would be deducted from the monthly gross salary.

ANNUAL PERFORMANCE BONUS – Annual performance bonus is payable subject to fulfilment of KRAs set for the year on completion of 12 months.

NOTE - The above benefits will be provided only against appropriate supporting documents, which will be subject to a 'reasonableness test' by Accounts Dept. In the absence of any supporting document for any allowance or benefit, Income tax would be deducted under the provisions of applicable Income tax norms.

Annual Cost to Company - **Rs. 1,20,000/-**

Sincerely,

Logimax Technologies Private Limited.

Director & Head – Human Resources

Read and Accepted: Pavithra. S

Date: 18.07.2022

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Logimax Technologies (P) Ltd
24&25,Logimax Enclave, L&T Bypass, Near Karpagam University Junction, Eachanari, Coimbatore - 641 021
Mobile No. +91 96262 43499
www.logimaxindia.com , info@logimaxindia.com

accesshealthcare™

Date: 17 Jan 2022

Employee ID: M0136976
Mr./Ms. Rubashree B
Assistant Client Partner - Billing

Appointment Letter

Dear Rubashree B,

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 **17 Jan 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,

Samuel S
Director - HR

I accept this appointment and the Terms and Conditions attached.

.....
Signature of the Candidate

Name : Rubashree B
Employee ID : M0136976

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Thirumpatiyur, Pollachi - 642 107

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Annexure I

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic	7375.00	88500.00
House Rent Allowance	2.00	24.00
Conveyance Allowance	0.00	0.00
DA	2550.00	30600.00
SDA	0.00	0.00
Statutory Bonus	1985.00	23820.00
Special Allowance	0.00	0.00
Gross (A)	**11912.00**	**142944.00**

Benefits

Provident Fund	1191.00	14292.00
ESI	387.00	4644.00
Medical Reimbursement	0.00	0.00
Retention Incentive	614.00	7368.00
Gratuity	354.00	4248.00
Total (B)	**2546.00**	**30552.00**
Cost To Company (A+B)	**14458.33**	**173500.00**

Insurance Benefits:

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

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

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

Retirement Benefits:

a) Gratuity:

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

b) Provident Fund:

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

M0136976

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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

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

Focus Edumatics Private Limited

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

14 October 2021

Name : Sabari Chandhran
Email ID : mrcsabari@gmail.com
Permanent Address : , ,

Dear Mr Sabari Chandhran:

We are delighted to offer you employment with Focus Edumatics Private Limited as Online Tutor in our Online Tutoring department.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Focus Edumatics Private Limited at No.1605, 3rd Floor, BMH –Srinivas Complex, Trichy Road, Coimbatore - 641018("Focus") and Sabari Chandhran residing at the address mentioned above.

Any reference to "this agreement" throughout is reference to the terms and conditions of your employment as set out in this Statement.

1. Conditions

Your employment is conditional on:
a) Your agreement to and acceptance of this Employment Agreement;
b) Your agreement and acceptance to work in Night shift or as directed by your Reporting Manager from time to time.
c) Your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement and other Annexures;
d) Should Focus request it, a medical assessment and report satisfactory to Focus;
e) The completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Focus;
f) You providing Focus with satisfactory proof of any relevant qualifications, as may be requested by Focus;
g) Your agreement to and achieving and maintaining a suitable standard for compliance purposes (see below), including agreeing to comply with all applicable policies, procedures and guidance, and completion of mandatory training in appropriate timescales. Your role is subject to the achievement and maintenance of an appropriate level of competence, as required by your current role at any point in time;
h) You being free to take up and carry out the role offered to you and you not being in breach of or breaching any express or implied terms of any contract, court order or of any other obligation legally binding upon you by virtue of accepting this Employment Agreement;
i) You having declared any action taken against you by a regulatory or professional body;
j) You having lawful authority to work in India and producing satisfactory evidence to this effect. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence).
k) You not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to our services.

During your employment, Focus may conduct periodic background checks (including criminal record checks). It is a condition of your employment that you consent to provide the personal information required to conduct such checks when requested to do so.By accepting this Employment Agreement, you understand and agree that failure or refusal to consent and/or provide the required personal information will constitute a serious breach of this Employment Agreement which will be a cause for initiating disciplinary action, including but not limited to termination of employment.

All of the above must be to the satisfaction of Focus.This appointment is on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience, and criminal records. In the event it is discovered, at any stage, that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated. In addition, if the conditions stated above are not fulfilled to the satisfaction of Focus, then your appointment will be deemed void and your services with Focus terminated.

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This appointment is on the confirmation from you that you can perform the duties of the position for which you are being hired without violating any obligations that you might have to any other person or company.

2. Commencement Date
You, Mr Sabari Chandhran, are employed by Focus as Online Tutor in our Online Tutoring with effect from Date 14-Oct-2021.You are requested to bring with you, when you first report to work, a valid Government issued ID and documents requested for in the offer letter and employment visa (where relevant) or other valid evidence of the right to work in India. If this is problematic, please contact the Human Resources Department to discuss.

3. Probation
The first three months of your employment will be probationary. Focus reserves the right to extend this period, if appropriate, in all the circumstances.Your completion of probationary period with Focus will be confirmed in writing after three months and/or you will be advised in writing, if Focus decides to extend your probationary period. During your probationary period, either the company or you may terminate this agreement by giving in writing to the other party, Fifteen days' notice, and the same notice requirement would apply to you should you resign during the probationary period. Upon successful completion of probation, you are obliged to give to Focus a notice of 60 days prior to resignation of your employment. In this case, Focus reserves the right to pay you in lieu of notice period.

4. Job Title
You are employed as Online Tutor in our Online Tutoring. Focus reserves the right to amend your reporting line to any person so appointed to act with such authority.

You shall faithfully and diligently perform the duties and exercise the powers which from time to time may be assigned to you by Focus together with such person or persons as Focus may appoint to act jointly with you.You shall serve Focus in this capacity to the best of your ability or in such other capacity as Focus may from time to time determine.

You and Focus agree that the nature of Focus' services/business demands flexibility and that reallocation of duties, power, and other responsibilities from time to time is a natural part of and a precondition for the employment relationship between you and Focus.This may involve a change in your job title and reporting relationship.

You shall at all times keep Focus promptly and fully informed (in writing if requested) of the services/business of Focus and of any information which may adversely affect Focus or its services/business.

5. Duties and Responsibilities
Duties and responsibilities of your position shall be explained by your reporting manager. You may be required to undertake other duties from time to time as Focus may reasonably require.

You shall devote the whole of your working time unless prevented by ill-health or accident or otherwise directed by Focus (including during any period of suspension or exclusion as detailed under section 17) to your duties under this Employment Agreement. You must serve Focus honestly and faithfully. You may not be employed or otherwise engaged in any other business, trade, or profession which is in direct conflict with the company's interest either directly or indirectly in any capacity whatsoever.

6. Associated Company
You acknowledge and agree that Focus may at times require you to work for any Associated Company and to carry out its duties or responsibilities for any Associated Company which include its subsidiaries, affiliates, or its customers, subcontractors, or any other individuals or companies having any kind of association or relationship with Focus.

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By working for any Associated Company and/or by carrying out duties or responsibilities as mentioned in the above paragraph, you do not become an employee, or agent, or contractor of such Associated Company, including its subsidiaries, affiliates, customers, subcontractors or any other individuals or companies having any kind of association or relationship with Focus.For all purposes, you shall remain an employee of Focus and shall share an employer-employee relationship with Focus.

Focus further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Focus or as part of any restructuring or amalgamation or such other plan implemented by Focus or by which Focus is bound, on such terms and conditions as applicable to such a plan.

7. Location
You shall work at Focus' offices based at Bangalore or such other place of service/business of Focus or any Associated Company as may be directed by management from time to time.

8. Fitness for work:
You shall disclose all pre-existing injuries, health concerns and diseases suffered which you are aware about and which could reasonably be expected to be impacted by the nature of the proposed employment with Focus.

9. Compliance with Applicable Law
You agree to comply with all applicable laws, regulations, governmental orders of India and rules governing the services/businesses in which Focus operates.

10. Salary
Your annual cost to company(CTC) will be Rs.180000/ -(One Lakh Eighty Thousand Only) inclusive of all hours worked.A detailed breakdown of your CTC is set out in Annexure 1.

You shall be eligible to be paid on a monthly basis. This will be credited to your account on or before 7th calendar day of the succeeding month, subject to statutory deductions.

You shall be subjected to changes in deduction of applicable taxes and statutory benefits from time to time and you shall abide by the same.

11. Retirals
You will be eligible to participate in the Provident Fund and Gratuity Scheme, subject to the terms and conditions of the Fund and Scheme from time to time in force as prescribed under law. You will be provided with the details and terms and conditions at the time of your joining. Subject to applicable law, Focus reserves the right to terminate or substitute another fund and scheme.

12. Hours
Your actual working hours will be advised by your Reporting Manager and will not ordinarily exceed 48 hours a week. You should clock a minimum of 8:30 hours in the production floor to get a full day's attendance. You may be assigned to a particular shift, based on the business requirement, and the same shall be informed to you by your reporting manager.

Work patterns vary and you may be required to work outside of these normal working hours should the needs of the business make it necessary.

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13. Leave
Please refer to the leave policy hosted on company's intranet site.

14. Leave Inspection
Focus shall reserve the right to conduct an inspection with respect to leave availed by you either informed or uninformed by conducting a meeting headed by 3 Personnel so appointed by Focus. The inspection rights shall include any Medical Condition that you are facing or may face in future as long as you are Employed by Focus.

15. Expenses
Focus will reimburse you for all reasonable business expenses properly incurred by you in the course of the performance of your duties. Any reimbursement is conditional upon the presentation of expense statements, receipts or other supporting documentation that Focus may reasonably require. A request for an expense reimbursement may be denied if it is not accompanied by the required documentation.

16. Travel
You may be required by Focus to travel from time to time in order to perform the duties of your position, without any additional remuneration.

17. Notice and Termination
Following the successful completion of your probationary period, the length of notice to relieve you from your employment which you are obliged to give to Focus, or Focus is obliged to give to you, will be 60 days.The period of notice shall commence only after the acknowledgement and acceptance of the Reporting Manager. The Reporting Manager shall acknowledge and accept the notice of the Employee within five working days. Focus reserves the right to make a payment of salary in lieu of notice. You shall serve the notice period of 60 days. In case, an emergency leave is availed during the said Notice period then the notice period shall be extended accordingly. In case, the Employee wishes to withdraw his/her resignation letter, a withdrawal letter shall be sent to the Reporting Manager during the tenure of the Notice period.

During the period of notice, you shall complete all assignments assigned to you up to the satisfaction of the Reporting Manager before being relieved.

During any period of notice of termination, given by Focus, Focus shall be under no obligation to assign any duties to you or to provide any work and shall be entitled to exclude you from its premises and prevent you from contacting any member of Focus' staff, clients or suppliers, provided that this shall not affect your entitlement to receive your normal contractual payments. For the avoidance of doubt, during any such period, you may not undertake work of any nature on behalf of or for the benefit of any third party and you remain obliged to comply with your confidentiality obligations.

If you have resigned from employment, Focus may, at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice period(or any remaining part of the notice period). Any resignation would have to be accepted by Focus to become effective. However, in case any disciplinary proceedings are either contemplated or pending against you or if there are certain business exigencies,Focus will have the right not to accept your resignation. Once accepted, the resignation cannot be withdrawn without express consent of Focus.

Nothing in this Employment Agreement shall prevent the giving of a lesser period of notice by either Party where it is mutually agreed.

You agree and accept that any statutory or other "last in first out" rule or any modifications thereof shall not apply in the event of the termination of your employment for any reason whatsoever.

Focus shall be entitled to dismiss you at any time without notice or payment in lieu of notice if you commit an act of misconduct or are otherwise in serious breach of this Employment Agreement or your obligations as an employee or if you fail to maintain a valid right to work and reside in India. An indicative list of acts which constitute misconduct is set out below

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17.1. Frequent unauthorized Leaves;

17.2. Fraud, bribery, or conviction of a felony or unlawful offense involving dishonesty or breach of trust;

17.3.Dishonesty, embezzlement, larceny or misappropriation of Focus or client funds or property including but not limited to intellectual properties;

17.4. Possession, use, copying or reading of corporate records without appropriate authorization, or disclosure of confidential information concerning financial, business or work information concerning Focus or any Associated Company or if it's one of their clients;

17.5. Refusal to cooperate in any investigation deemed necessary by Focus;

17.6. Falsification, alteration, forgery or destruction of any records, history, data, instrument, attendance information or any other corporate records;

17.7. Removal of, damage to, or misuse of Focus' or any person's property;

17.8. Improper or unauthorized use of funds, property, or services;

17.9. Workplace violence or the commission of or threat to commit injury or damage against any person or his/her property;

17.10. Sexual harassment, sexual assault, sexual abuse at workplace or any kind of actus reus against the POSH Act 2013; and

17.11. Illegal or unauthorized possession, selling, delivery or use of intoxicants, narcotics, or controlled substances any time during employment or while on premises or on corporate business.

17.12. Breach of any clauses of the Company's regulations/policies.

These are not intended to be exhaustive and may be supplemented by area work rules in particular units.Focus also reserves the right to issue discipline up to and including dismissal for any other action which in its sole discretion it deems unacceptable.Disregard of Focus's performance or conduct standards may result in disciplinary action up to and including termination.

18. Obligations on Termination

On leaving employment, you must return all property, documents and correspondence belonging to or relating to Focus, any Associated Company or its or their customers, subcontractors or any other individuals or companies having any kind of association or relationship with Focus.

Upon the termination of your employment, for whatever reason, you shall resign from all offices (if any) held by you in Focus and/or any Associated Company and in the event of failure to do so, Focus is hereby authorised to appoint a person in your capacity/position and on your behalf to execute all documents and to do all things requisite to that effect.

19. Suspension

If Focus suspects that you have been involved in any improper conduct or involved in any misconduct or other conduct which in the reasonable opinion of Focus' may impact upon your ability to carry out your duties and responsibilities under this Employment Agreement or may cause damage to Focus' services/businesses or reputation, Focus may do the following for the purposes of conducting an investigation:

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(a) Suspend you from performing the duties and responsibilities of your position for a period determined by Focus;

(b) Direct you not to attend the workplace, communicate with fellow employees, customers, suppliers or clients of Focus or any other persons involved in the conduct which is being investigated, or otherwise interfere with the conduct of the investigation; and

(c) Appoint any person to conduct the investigation and direct you to provide any assistance and answer any questions required for the investigation.

During the period of suspension, you shall not tamper the investigation proceedings in anyway whatsoever, which will affect the result of its outcome.

During the period of Suspension, you will continue to receive the remuneration under this Employment Agreement.

Any suspension under this clause will not be treated as disciplinary action by Focus but will be instituted solely for the purpose of conducting an investigation.

20. Disciplinary procedures:
You are subject to the disciplinary rules and procedures set out in the “code of conduct” document in the company’s intranet portal. In case of misconduct, you may be dismissed without notice or pay in lieu of notice.

21. Grievance procedure
If you have a grievance or are dissatisfied with anything affecting your employment, you have the right to raise the matter to the HR Department/Reporting Manager.

22. Confidential information
You are obliged to comply with the terms of the Non-Solicitation and Confidentiality Agreement during and after the termination of your employment with Focus. A copy of the Non-Solicitation and Confidentiality Agreement is enclosed with this Employment Agreement and forms part of the terms and conditions of your employment. In accepting the enclosed Non-Solicitation and Confidentiality Agreement, you confirm and acknowledge that you have received the document, that you have read and understood it and that you agree to abide by its contents.

You shall not disclose to Focus, or use for its benefit, any proprietary or trade secret information to which you may have had access while employed elsewhere. You shall not bring to Focus’ facilities any materials or documents belonging to any other person or company, including but not limited to client/customer lists.

23. Inventions
Any work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, methods, trade secrets, source code, application development, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), designs or copyright work and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time, made by you during the course of your employment by Focus whether or not in the course of your duties and whether for Focus or any Associated Company (“Intellectual Property”) shall be the exclusive property of Focus. All such Intellectual Property shall be regarded as having been created under a contract of service. In consideration of your employment with Focus, you hereby transfer and assign in favor of Focus, all rights, title and interest in and to all the Intellectual Property, together with the rights to sub-license or transfer any and all rights assigned hereunder to third parties, in perpetuity. You agree that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if Focus does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. You also agree to assist and cooperate with Focus in perfecting Focus’ rights in the Intellectual Property.You undertake at the expense of Focus to execute any formal and additional assignment required by Focus to vest or confirm the vesting in it or its nominee of all rights in any such intellectual Property.

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The obligations set out in this section shall survive the termination of your employment. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure Focus and its business in a manner inadequately compensable in damages and that Focus may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

24. Communication
You shall keep Focus informed of your latest postal address at all times and inform Focus in writing of any change in address. Any communication sent to you by Focus on your last known address shall be deemed to be duly served notwithstanding the fact that you have changed your address if this change was not previously advised in writing to Focus.

25. Dual Employment
You being an Employee of Focus', shall be obligated to invest your entire work hours for Focus alone. You shall not and should have not enter/entered into an employment contract or otherwise which would restrict your ability to perform the duties assigned with respect to Online Tutor.

26. Amendments
Subject to applicable laws,Focus reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you in writing.

27. Acceptable Use
Focus may provide you with access to certain facilities, including email and internet services, computer systems, telephone services (mobile and landline), facsimile machines and photocopying facilities. You must use these facilities in accordance with any applicable Code of Conduct or policy.

You shall have access to e-mail and the Internet, for the better performance of your duties. You agree to comply with Focus' policies regarding the use of Focus' computers, e-mail system, Internet services and other software programmes. You are aware that Focus has complete access to all material and e-mail correspondence and an overview of Internet usage that is saved in or performed via Focus' data system.

Focus reserves the right to monitor all e-mails/Internet activity by you for the purposes of managing your employment and to ensure compliance with Focus' applicable policies and procedures.

28. Employee's Representations and Warranties
This Employment Agreement and your employment with Focus are at all times conditional upon:

(a) Your obtaining and retaining all necessary visas, work permits, licenses, registrations, or memberships to enable you to lawfully reside and work in India and fulfill the duties of your position;

(b) Your being competent to properly carry out the duties of your position and that any representations as to the qualifications, skills, experience, industry knowledge, business influence, client/customer contacts, and employment history made by you or a person on your behalf are true and correct; and

(c) Your not being subject to any direct or indirect restrictions on your ability to fully perform the duties of your position and you not breaching any obligation to a third party by entering this contract

You acknowledge that in entering into this Employment Agreement, you have not relied on any representations, assurances, warranties, or understandings about its subject matter, except as provided in this Employment Agreement.

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29. Miscellaneous

This Employment Agreement, the Non-Solicitation and Confidentiality Agreement and the other documents referred to herein constitute the entire agreement relating to your employment and supersedes all (if any) prior offers, subsisting agreements and undertakings (written or oral), with respect to your employment by Focus which such agreements, arrangements and understandings shall be deemed to have been terminated by mutual consent. You warrant that you have not entered into this Employment Agreement in reliance on any warranty representation or undertaking of any nature whatsoever which is not contained in or specifically incorporated in this Employment Agreement.

The expiration or determination of this Employment Agreement, howsoever arising, shall not affect such of the provisions hereof as are expressed to operate or have effect thereafter, and shall be without prejudice to any right of action already accrued to either party in respect of any breach of this Employment Agreement by the other party.

No delay, failure or omission on the part of Focus to exercise any of its powers, rights or remedies under this Employment Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them. If, at any time, any provision of this Employment Agreement is or becomes illegal, invalid or unenforceable in any respect, the legality, validity and enforceability of the remaining provisions shall not be impaired or affected.

You, acknowledge that other employees of Focus are important for the business of Focus and undertake that during the employment and for a period of three years after the termination/resignation of your employment with the company, you will not approach, influence, induce, suggest, tempt the other employees of Focus to break away or leave their employment with Focus for any reason whatsoever and any act knowingly or unknowingly committed by you in violation of your undertaking, will be entitled for legal, civil and criminal proceedings by Focus.

30. Governing Law and Jurisdiction

This Employment Agreement is governed and construed in accordance with Indian laws. The courts at Bangalore shall have the exclusive jurisdiction over all disputes or claims between you and Focus under this Employment Agreement. Any dispute, controversy or claim arising out of or in connection with the Employment Agreement shall be finally settled under the Rules of Arbitration and Conciliation Act, 1996. The seat of arbitration shall be at Bangalore. The language of arbitration will be English. If any provision of this Employment Agreement is held to be invalid or unenforceable, then such provisions shall (so far as it is invalid or unenforceable) be given no effect and shall be deemed not to be included in this Employment Agreement but without invalidating any of the remaining provisions of this Employment Agreement.

31. Assistance in Litigation

You shall, upon reasonable notice, furnish such information and proper assistance to Focus as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after your employment.

32. Third Party Rights

Other than an Associated/Sister Company, any person who is not a party to this Employment Agreement has no right to enforce any term of this Employment Agreement.

33. Personal Data Protection

Please note that any personal data, which have been provided by you to Focus, its agents, recruitment agencies or other third parties, in connection with your application to Focus for employment, including any sensitive personal data and any subsequent personal data supplied by you, in connection with your employment with Focus, will be held on a confidential basis.Focus will process these personal data (and may disclose them) for the purposes of offering you employment with Focus and all other purposes for which Focus deems fit.

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For the purposes set out above, Focus may also transmit personal data about you to other branches across the Country. Focus will take all reasonable steps to ensure that your data will be treated with an acceptable level of confidentiality.

By accepting and acknowledging this Employment Agreement, you consent to personal data (and, in particular, sensitive personal data) relating to you being held, processed or disclosed for the purposes set out above. You also consent to the transfer overseas of any such personal data by Focus as set out above.

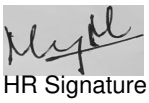
34. Acknowledgment, Acceptance and Declaration

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.

Additionally, I hereby declare that, neither I face any health concern nor I have any medical record of any known health concerns or injuries that may impact my nature of work at Focus.

for Focus Edumatics Private Limited.,
Authorised Signatory(HR Executive)

Name :Sabari Chandhran



HR Signature

Employee Signature

Date : 14 October 2021
Place : Coimbatore Trichy Road

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ACCELERATING TRANSFORMATION

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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(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 ofthe 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.

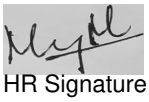
My signature below indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

for Focus Edumatics Private Limited.,

Mary

Authorised Signatory(HR Executive)

Name : Sabari Chandhran



HR Signature

Employee Signature

Date : 14 October 2021

Place : Coimbatore Trichy Road

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ACCELERATING TRANSFORMATION

COMPENSATION AND BENEFITS

Name : Sabari Chandhran | **Date Of Joining : 14-Oct-2021**

Designation : Online Tutor | **Location : Coimbatore Trichy Road**

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	9431	113172
House Rent Allowance	2843	34116
Statutory Bonus	787	9444
Monthly Gross Earnings (A)	**13061**	**156732**
B. Monthly Deduction		
EPF Employee Share	1132	13584
ESI Employee Share	98	1176
Professional Tax	208	2496
Total Deductions (B)	**1438**	**17256**
Net Salary (A – B)	**11623**	**139476**
C. Statutory/Other Share of Employer		
EPF Employer Share	1226	14712
ESI Employer Share	424	5088
Gratuity	289	3468
Statutory Total (C)	**1939**	**23268**
Total CTC (A + C)	**15000**	**180000**

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.

Women employee must use the Cab facility provided by the company unless, they have their own Car or come with their spouse who is also an employee of the company and also male employees who come on their own, will receive an additional Rs. 2000/- per month on prorata basis.

Employees are also covered with sum insured of INR 5,00,000 /- **under Group Personal Accident Policy from Star Health** and Allied Insurance Company Limited with Medical Expenses INR. 2,00,000 /-.

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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Employee Signature

FOCUS EDUMATICS CONFIDENTIAL

Focus Edumatics Private Limited

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

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Date: 21 September 2022

Mr. Vignesh Kanakaraj
No:21/1, Annai Inthira Street, Suleeswaran Patti

642006

Dear Mr. Vignesh Kanakaraj:

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: dhivya.v@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,

Dhivya V
Human Resources Department

This letter is valid only on or before **23-Sep-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

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Annexure - 1

Effective Date: 22-Sep-2022

Salary Offer & Benefits

Applicant Name: Vignesh Kanakaraj

Department: OLT Operations

Salary CTC: 252000

Expected DOJ: 22-Sep-2022

Designation: Online Tutor

Location: Coimbatore Trichy Road 3rd Floor

Salary Heads	Monthly	Yearly
A. Monthly Earnings		
Basic	10484	125808
House Rent Allowance	4194	50328
Conveyance	1600	19200
Medical Allowances	379	4548
Statutory Bonus	873	10476
Monthly Gross Earnings (A)	**17530**	**210360**
B. Monthly Deduction		
EPF Employee Share	1258	15096
ESI Employee Share	139	1668
Professional Tax	208	2496
Total Deductions (B)	**1605**	**19260**
Net Salary (A – B)	**15925**	**191100**
C. Statutory/Other Share of Employer		
EPF Employer Share	1363	16356
ESI Employer Share	603	7236
Gratuity	504	6048
Internet Allowances	1000	12000
Statutory Total (C)	**3470**	**41640**
Total CTC (A + C)	**21000**	**252000**

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HR Signature

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heptagon

Oct 08, 2021

OFFER LETTER

Aathilingam M
#48/58, 3rd Street,
Ruthrappa Nagar,
Udumalpet,
Tiruppur , Tamilnadu - 642126
Tel - #91 -9942927268

Dear **Aathilingam M,**

Congratulations! We are pleased to inform you that you have been selected for employment with Heptagon Technologies Private Limited as **Associate - Software Developer** effective from **October 18, 2021**

We take this opportunity to thank and appreciate your decision to join us. We trust that your knowledge, skills and experience will be among our most valuable assets.

Your annual compensation will be **INR. 3,50,000 CTC Per Annum which includes the Fixed CTC 3,00,000 and the Variable Component INR 50,000 per annum which will be paid at the end of successful completion of one year.** The details of your compensation and documents required for joining along with the terms and conditions of employment applicable from the date of your joining are annexed herewith. As a confirmation of your acceptance, please sign the duplicate copy of this Offer Letter along with Annexure and email us the signed copy on or before **Oct 12, 2021**. Beyond which the offer will be automatically withdrawn.

After you accept this offer you will be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

Welcome onboard! We look forward to a mutually fruitful association.

For **Heptagon Technologies Pvt. Ltd.**

Seema Natarajan
Manager-HR

*****

I accept the offer and related terms and conditions. I will join by 18-10-2021

Name: M. Aathilingam **Signature:** M. Aathi **Date:** 9-10-21

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Mr. Adharshan Mahendran
s/o mahendran 514, cheran nagar, thamthoni, thanthoni,thanth
chennai, Tamil Nadu-642203
Phone No: 9655910332

Subject - Offer of Appointment

Dear **Mr. Adharshan Mahendran,**

It is our pleasure to welcome you to Tech Mahindra Limited

1. With reference to our discussions, we are pleased t
Customer Support on **U1** band, operating out of our **Chennai**

2. Your "Annual Total Cash Compensation" will be **I**
compensation and statutory deductions.

3. Your remuneration package is strictly confidential be
should not be discussed with anyone nor divulged to anyo

4. Your employment with us will be governed by terms a

5. You are required to join on **4-Jun-2022** at the below m
unless the date is extended and communicated to you in w

6. On the date of joining, you are requested to repor
formalities at **Tech Mahindra Limited**, **[SBC Tech Park, 9(**
600058,(India). At the time of joining, you are expected to
submit the copies of the same to the HR Team.

7. Please note that this Offer is subject to your bein
reporting/joining or thereafter depending upon our receip

8. Kindly acknowledge acceptance of this Offer of Appo
Mukesh Paswan latest by **4-Jun-2022**.

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Offer: Computer Consultancy
Ref: TCSL/DT20207388008/Hyderabad
Date: 02/11/2021

Ms. Vani M
31Advocate Nagarajan Street,
Near Anjaneyar Temple,
Tiruppur-642126,
Tamil Nadu.
Tel# 91-9786927043

Dear Vani M,

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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,53,578/-** 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, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). 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.

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Ref No: 22147967
19-Aug-2022

Kiruthika A

Dear **Kiruthika**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Coimbatore**.

Your annual total compensation will be **INR 166,995**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **23-Aug-2022**.

Please note:
?This offer is subject to satisfactory professional reference checks
? This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
?Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Shibu Balakrishnan
AVP ?HR

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: A.KIRUTHIKA

Date: 16.09.2022

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07-Jun-2021

Dear Mahalakshmi M,
B.Sc., Computer Science
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395430

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-.** This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-.** This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

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3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

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Compensation and Benefits

Name: Mahalakshmi M **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,499**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,499**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**251,999**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Mahalakshmi M, 21, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

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Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

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discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

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and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
• Misconduct, as provided in Misconduct and Disciplinary Action Policy
• Non-adherence to Associate Deployment Pool Policy
• Violation of Social Media Policy or Conflict of Interest Policy
• Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
• Insubordination or failure to comply with the directions given to you by persons so authorized
• Insolvency or conviction for any offence involving moral turpitude
• Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
• Violation of non-disparagement obligations

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• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Mahalakshmi M**

Sign: _____ Sign: _____

Name: Name:

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Hey Guys

Hope everyone is doing well. We are pleased to announce that you have been selected as an AR Caller trainee.

All of you are requested to be present at our office on Aug 9, 2022 at sharp 11 AM with the below mentioned documents for completing the joining formalities :

1. Aadhaar Card Photocopy - 4 copies
2. PAN Card Photocopy - 4 copies
3. Recent Passport Size Photograph - 4 copies
4. One Cheque leaf.
5. You have to bring your parents and spouse's Aadhaar Card copies for ESI/PF purposes. You can also bring your sibling's Aadhaar card copies (Applicable only if your sibling is below the age of 18).
6. Your HDFC bank details (If you already have an account in HDFC bank).

Note : All the above mentioned documents are mandatory. Please stick to the timings. Late comers will not be accommodated.

Please acknowledge this mail. Your early response would be highly appreciated.

Thanks & Regards,
Abenaya. L
HR
Decipher Health Records LLP
04222541500

DECIPHER

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i-Process Services (India) Pvt. Ltd.

Corporate Office :
Plot No : 313, Udyog Vihar Phase-IV, Gurugram, Haryana-122015
Ph. 0124-4763400

Date : 28-Mar-2022
RRF.No : iprocess25052

To

Shanthini .,
195, 2ND CROSS
BANAGLORE KARNATAKA
560034 India

Letter of Offer

Dear **Shanthini .,**

With reference to your interview and online documentations submitted for seeking employment with the organization, we are pleased to offer you the post of **SR. ASSOCIATE** at **GRADE-12** with **i-Process Services (India) Private Limited.**

Your total emoluments shall be as per Annexure attached hereto and your date of joining shall be **30-Mar-2022**

You will report at our following client work location:

ICICI Bank Limited, BANGALORE

A detailed letter of appointment shall be issued to you upon your joining subject to verification of your references and other details provided by you. This letter of offer is issued to you based on the representations made by you and this offer of appointment / subsequent appointment is subject to:

- Satisfactory results of verifications and reference checks to be carried out by us. In case the Company considers that your verification / reference checks are not up to the desired level, the letter of offer / subsequent appointment letter shall automatically stands withdrawn and, even if you have joined duty, your services shall be terminated with immediate effect without any compensation notice or salary in lieu thereof.
- If you fail to join on the date specified hereinabove, **the offer shall stand withdrawn.**

You are requested to give your acceptance online to this offer letter accordingly.

For i-Process Services (India) Private Limited

Authorized Signatory

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Name of the Employee	**Shanthini .**
Date of Joining	**30-Mar-2022**
Designation	**SR. ASSOCIATE**
Grade	**GRADE-12**
Location	**Bangalore**

Pay Component	Monthly Amount	Annual Amount
Fixed CTC		
Gross Salary	**16050**	**192600**
Basic	10000	120000
HRA	500	6000
Conveyance Allowance	800	9600
Medical Allowance	750	9000
Supplementary Allowance	4000	48000
Retiral Other Benefits	**2803**	**33636**
Employer PF	1800	21600
Employer ESI	522	6264
Gratuity	481	5772
Total Fixed CTC	**18853**	**226236**

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Date : 28-Mar-2022
RRF.No : iprocess25052

JOINING SLIP

Name	: Shanthini .
Date Of Birth	: 15-Jan-2000
FATHER'S NAME	: SUBIRAMANIAM
PRESENT ADDRESS	:195, 2ND CROSS@BANAGLORE KARNATAKA 560034 India
MOBILE NO	: +91-7825070205
JOINING DATE	: 30-Mar-2022
LOCATION	: Bangalore
OFFICIAL REPORTING ADDRESS	: BANGALORE

For i-Process Services (India) Private Limited

Authorized Signatory

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BYJU'S
The Learning App

APPOINTMENT LETTER

Date: 13 September 2022

Name: C Surya Krishnan

Address: 67, Ramasamy Gounder Street, Vinayaga Temple, Coimbatore - 642104

Dear C Surya Krishnan

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("**Company**"), on the following terms and conditions:

1. Date of Joining & Work Location:

Your appointment becomes effective from the date of joining the services of the Company, which date shall be not later than **13 September 2022**

.

Your work location would be **Bangalore** or any other location as assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Department, Designation:

Department:- **Sales**

Designation: - **Business Development Associate - Upgrades**

3. Cost to the Company:

Your annual Compensation including and Benefits is **Rs- 950000 /- .**Your salary comprises of a Fixed Compensation and Other benefits (Refer **Annexure 1** for detailed breakup).Your salary will be revised yearly based on your satisfactory performance in the company determined at the sole discretion of the Company.

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

(a) Provident Fund
(b) Income tax deducted at source at the rates applicable;
(c) Employment / professional taxes;
(d) Dues to Company including loans and advances
(e) Or any other applicable statutory deductions

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DocuSigned by:
939870B0D2E4498...
[Employee's Signature]

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Offer Letter

Name:Venkatesh Venkatesh
Date:Wednesday, April 28, 2021

Dear Mr. **Venkatesh Venkatesh** ,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("**Company**"), on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, May 4, 2021** . Your work location would be **Coimbatore / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

3. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

4. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre- employment screening activities (including background verification and criminal history check).

5. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

6. Department, Designation & Reporting Manager:

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Rahul Raj (TNL201605108)
Role Location:	Coimbatore / Bangalore
Sales Circle Location:	Coimbatore
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

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7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

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

(a) Provident Fund;
(b) Income tax deducted at source at the rates applicable;
(c) Employment / professional taxes;
(d) Dues to Company including loans and advances; or
(e) Any other applicable statutory deductions

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

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep

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confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

a. Any act or omission by you;
b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
c. Any representation or warranty or information furnished to the Company found to be false;
d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

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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

FOCUS EDUMATICS
ACCELERATING TRANSFORMATION

Dear Yuvaraj Kumaravel
Sub: Letter of Appointment

We are pleased to confirm your offer for the position of **Online Proctor** with a start date from **10-Feb-2022** on the following terms and conditions:

Your total compensation will be **Rs. 180000/ - (One Lakh Eighty Thousand Only)** per annum on the Cost to the Company (CTC). A detailed breakdown of your CTC is set out in Annexure 1.

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 **10-Feb-2022**.

Mary
Authorised Signatory

HR Signature

Date :
Place : Coimbatore Trichy Road

Name : Yuvaraj Kumaravel

Employee Signature

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

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ACCELERATING TRANSFORMATION

EMPLOYMENT AGREEMENT

Agreement made on this day of **10-Feb-2022** by and between Focus Edumatics Private Limited., Coimbatore and **Yuvaraj Kumaravel**

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 **10-Feb-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 Proctor" 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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Thippampatti, POLLACHI - 642 107.

FOCUS EDUMATICS
CONFIDENTIAL

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

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.

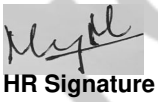
For Focus Edumatics Private Limited

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

Name : Yuvaraj Kumaravel



HR Signature

Employee Signature

Date :

Place : Coimbatore Trichy Road

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

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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(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 ofthe 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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Mr. Kanagaraj M

Chennai

Dear Kanagaraj M,

With reference to the discussions, we are pleased to offer you a position with Netlink Digital Solution India Pvt Ltd on the following terms and conditions:

1. **Position: Intern**

2. **Location:** Ground Floor, RR Tower IV, Thiru Vi Ka Industrial Estate, SIDCO, Guindy, Chennai – 600032.

3. **Reporting to:** Kalaiarasu Renganathan – Netlink Digital Solution.

4. **Compensation:** As discussed you will join as an intern for a period of **3 months** during which you will be paid a **stipend of 12,500/- INR per month**. On successful completion of your internship and assessment you will be take on rolls as a full-time employee. On confirmation your **CTC will be 3,00,000/- INR per annum** and a **Mediclaim of 3,00,000/- INR** which will cover you and your parents (1+2).

5. **Joining Date:** As agreed, you will join us on or before **18-May-2022**.

6. **Acceptance:** Please send your acceptance within 01 day of issue of this letter, else this LOI shall stand cancelled.

7. **Verification:** The Offer is subject to a positive reference check and background screening.

8. **Formal Employment Agreement:** The formal Employment Service Agreement will be issued post your onboarding Netlink.

Looking forward to having you on board!

For **Netlink Digital Solution India Pvt Ltd**

Accepted

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You are requested to provide us with a copy of the following documents at least one week before joining Netlink:

ANNEXURE 1

Educational Certificates: ▪ Std. X Marksheet | Pass Certificate ▪ Std. XII Marksheet | Pass Certificate ▪ Graduate Degree Certificate ▪ Post graduate Degree Certificate ▪ Certification document, if any
Other: ▪ PAN number ▪ UAN Number (for PF) ▪ 2 self - attested copies of Aadhar / UID. ▪ Driving License | Passport ▪ Current Address Proof ▪ 3 Passport sized photographs

Look forward to your joining the **Netlink Family**!

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BrightCHAMPS
WINDOW TO NEXTGEN SKILLS

To: Priyadharshni U S

Subject Line: Confirmation for the role of Coding Educator

Dear Priyadharshni U S**,**

After careful consideration, I'm pleased to announce that we've decided to offer you the position of Coding Educator. This email will serve as your formal offer. Your position title will be Coding educator to the kids of age 6-15, and in this capacity, you will report to your Team Lead assigned, as a member of the BrightChamps. The joining date for the position is 12/01/2022

The salary for this position will be Demo Class Rate=Rs.50 for an hour and Paid class Rate=250 for an hour. Payments will be distributed Monthly. The agreement between you and Brightchamps is considered to begin as of the date mentioned. Please review the company website for more information about the Quality teaching mission, our family, and our vision. If you have any questions about this offer or would like more information, please contact me at any time using the phone number and email address below.

To accept this offer, please download, sign, and return the enclosed acceptance form immediately.

Sincerely,

Snehaganga,
Hiring Manager, Academy
snehaganga@brightchamps.com

Name: **Priyadharshni U S**

Signature: U.S.Priyadharshni

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HRD/3T/1000874657/21-22 March 25, 2022

Ms. Rajalakshmi Kaliyappan
No.5/4B
New Street,Kottur
Pollachi-642114
India

Ph: +91-9344241725

Dear Rajalakshmi,

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

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.03.25 17:19:00 IST
Reason: Digitally Signed
Location: Bangalore

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

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

HRD/1000874657/21-22 March 25, 2022

Ms. Rajalakshmi Kaliyappan
No.5/4B
New Street,Kottur
Pollachi-642114
India

Ph: +91-9344241725

Dear Rajalakshmi,

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

Here are the terms and conditions of our offer:

Definition

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

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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

Joining

Your scheduled date of joining the employment of the Company will be **07-Apr-2022.**

Location

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

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

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Training

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

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

Terms and Conditions during Training

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

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

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

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

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

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

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

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

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Compensation and Benefits

Salary

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

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

Performance- linked Incentive

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

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

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National Pension Scheme

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

Insurance

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

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

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

Passport & Driving License

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

Notice Period

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

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

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Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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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.

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

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

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

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

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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

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.03.25 17:19:00 IST
Reason: Digitally Signed
Location: Bangalore

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

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Rajalakshmi Kaliyappan**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Rajalakshmi Kaliyappan**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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HRD/InfosysBPM/1001914747

12-July-2021

Mr. SATHISHKUMAR S

2/14A Kozhikuttai

STRICTLY PRIVATE & CONFIDENTIAL

Dear SATHISHKUMAR S,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	**Role**	**:**	**Process Executive**
b)	**Role designation**	**:**	**Process Executive**
c)	**Job Level**	**:**	**2B**
d)	**Date of Joining**	**:**	**13-July-2021**
e)	**Location of Posting**	**:**	**Bangalore**
f)	**Gross Salary per month**	**:**	**Rs. 19798/-**

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

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Company Confidential

Sign your name

Sughana®

K. Sabarinath
HR

ADHI ANNAM COIR COMFORTS PVT. LTD.
2/154-1, Udumalai Road,
Unjavelampatti, Pollachi - 642 003,
Coimbatore Dist,

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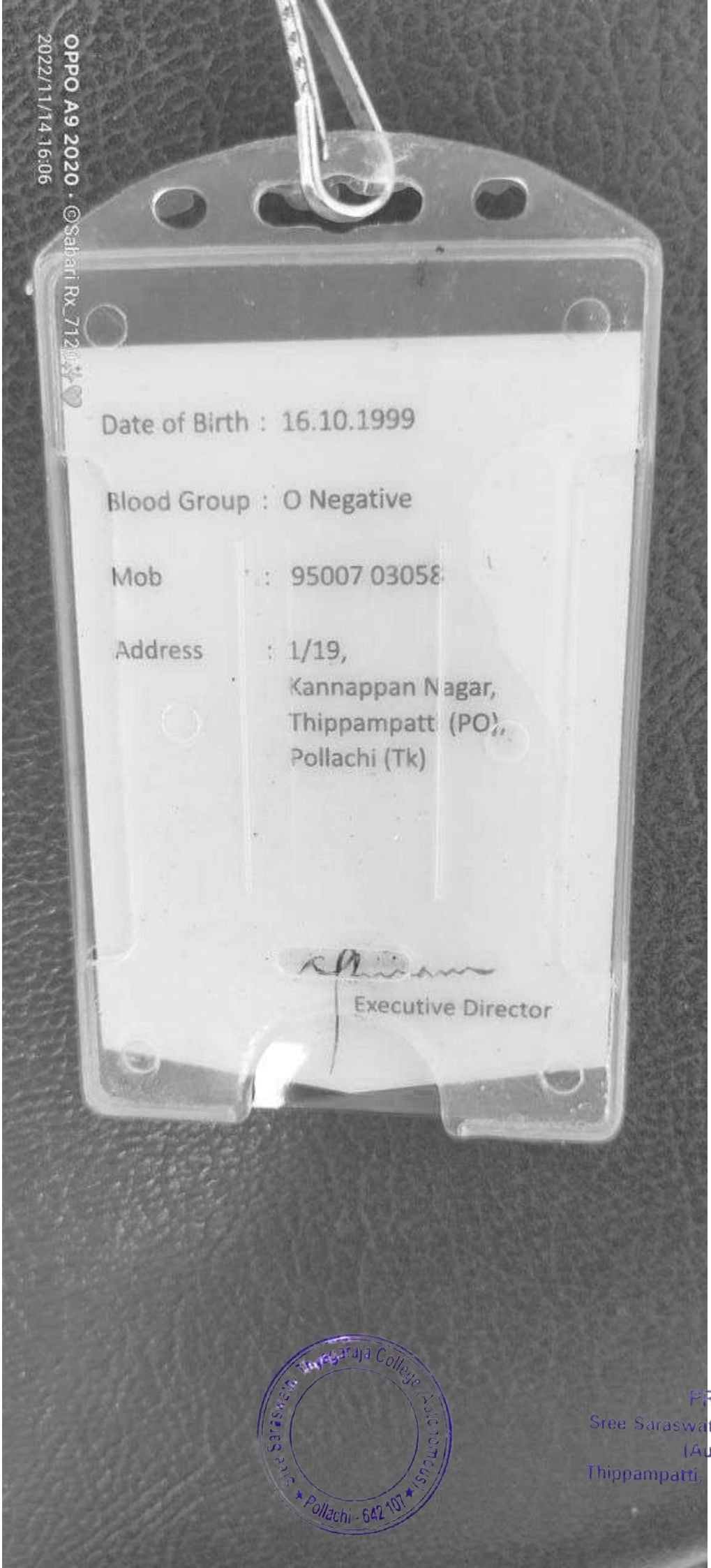

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AKSHAYA ACADEMY
Matric. Hr. Sec. School

Palladam Road, Senguttaipalayam, Pollachi - 642 120.
Ph : 99653 77034, 99651 44050

STAFF ID CARD

D.O.B :
30.04.2000

B.G :
A +Ve

K. SALMAN B.COM. (CA)

B.T. Assistant

Kasthuri Garden
Arul Jothi Nagar
Pollachi - 642006.

N. Kalaiarasi

Principal

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2022.11.17 13:43

QUESS

Date: Oct 06, 2022
Offer No : 2803516

KAVITHA GANESHAN

POLLACHI
TAMIL NADU

Subject:- Letter of Traineeship

This has reference to your interview/selection process for enrolment under Traineeship Program by Quess Corp as provided under its certified standing orders

We are pleased to enroll you for the Training Program as a Trainee under the Scheme set out on the following terms & conditions:

Break up	**Rs. Amount per Month**
Stipend Esi	10317
Stipend Gross	**10317**

Employer's Contribution	
Employer_esi	335
Insurance	109
Total Contribution	**444**
Cost to Company: (CTC)	**10761**

Deduction: (Subjected to change)	
Employee Esi	77
Total Deduction	**77**
Stipend NTH	**10240**

The tenure of the Training will be start from OCT 13, 2022 and ending on APR 13, 2023
NOTICE PERIOD:

During this tenure, learning And development capabilities of the trainees would be reviewed from time to time. In the event where the trainee's capabilities & contribution are found to be substantially below par, Quess Group reserves the right to release such incumbent from the traineeship with a notice period of 10 days. In the eventuality if you wish to separate from the organization you will need to give 10 day's notice

QUESS Corp Limited
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
http//:www.quesscorp.com | Toll Free No: 1800-572-3333

TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan

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Sun Pharmaceutical Industries Ltd.
Sun House, Plot No. 201 B/1,
Western Express Highway, Goregaon (E),
Mumbai - 400 063, Maharashtra, India.
Tel. : (91-22) 4324 4324
Fax. : (91-22) 4324 4343
Website : www.sunpharma.com
CIN : L24230GJ1993PLC019050

SUN PHARMA

SPIL/MUM/HRD/**E91018**/**CHC MEDICO MARKETING**/2022
JUNE 28, 2022

FORM 'A'

LETTER OF APPOINTMENT FOR TRAINEE SALES EXECUTIVE.

1.	Name of the Establishment	**SUN PHARMACEUTICAL INDUSTRIES LIMITED**
2.	Address	"SPARC" Tandalja Vadodara - 390 020. Gujarat.
3.	Name of the Employer	Sun Pharmaceutical Industries Limited
4.	Name and Address of the Trainee Sales Executive.	**Mr. JINISHKUMAR J** **13/7** **GANDHINAGAR** **GOVINDSWAMY LAY OUT** **TIRUPUR-642154** **TAMIL NADU**

5. **Mr. JINISHKUMAR J** is recruited as a **TRAINEE SALES EXECUTIVE** in this Establishment w.e 04/07/2022.
6. His / Her employment is on Training for 6 (Six) months.
7. He / She will draw a total salary of Rs. 25040/- (Rupees Twenty Five Thousand Forty only) per month.
8. His / Her Basic shall be Rs. 15650/- per month + H.R.A Rs. 9390/- per month .
   Plus Daily Allowances (for full working days only)
   Head Quarter Rs. 265/- per day, Ex-Station Rs. 335/- per day,
   Out-Station Rs. 590/- per day, Out-Station (Non working days) Rs. 335/- per day.
9. Other conditions of Training : As per Annexure A & B.

For SUN PHARMACEUTICAL INDUSTRIES LIMITED. I Accept

(Authorised Signatory) **(Jinishkumar J)**

SUN PHARMACEUTICAL INDUSTRIES LTD. VADODARA

Any Change of Address of the Trainee Sales Executive shall be communicated to the Employer.

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FLOWSERVE

NAME : P.Elavarasan

EMP NO : 7322

DEPT : Production

Authorised Signatory

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A.SUNDARARAJ Bsc., B.L.,
ADVOCATE

216/204 Durai's Complex
Raja Mill Road,
Pollachi.
Ph: Off : 226770
Cell :94431 - 94371

Candidate Name	:	C.Saranya Chinnusamy
Title	:	computer typist
Office Name		A.Sundararaj , B.Sc., B.L., Advocate,
Office Address	:	216/204, 2nd Floor, Durai's Complex, Rajamill Road, Pollachi – 642 001.

Dear C.Saranya Chinnusamy,

I am pleased to offer you the position of computer typist at my office mentioned above said address. I feel confident that you will contribute your skills and experience towards the growth of my organization.

As per the discussion a starting date will be on March 18th, 2022 .

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.

I look forward to welcoming you on my office.

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A. SUNDARARAJ
ADVOCATE

A. SUNDARARAJ, B.Sc.,B.L.,
ADVOCATE (Enroll No : 459/1986)
216/204, 2nd Floor, Durai's Complex,
Raja Mill Road, Pollachi - 642 001.
Mobile No : 9443194371

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Aparajitha

VF - udumalpet , TN

13/05/2022

ADSL/FSS/285837/G48454

To
Mr. Tamilvanan S
S/o Mr. Selvaraj
Dindigul

We refer to your application and after careful consideration of the same; we wish to inform you as follows:

1. This company has entered into a contract with **M/s. Sundaram Finance Ltd** for undertaking the work schedule of sales canvassing, customer relations management, back end support, data entry, marketing, clerical activities for a period from **01/10/2019 to 30/09/2022.**

2. Thus you would be aware that the work of this company in regard to the aforementioned work schedule is expected to last for the duration of this said contract period only.

3. In order to carry out the terms of such contract referred to above, it is necessary for this company to engage the persons depending upon their qualifications and suitability for the work schedule arising from the said contract.

4. During the interview you had with the company, it has been judged that you are capable of fulfilling the requirements of ***Sales Associate*** in order to enable the company to carry out the obligations arising from the aforementioned contract between this company and **M/s. Sundaram Finance Ltd**.

5. You have also expressed your willingness to offer your services in the capacity of **Sales Associate** to this company on **Fixed – Term Service basis** for attending the work arising out of the said contract referred to above for the duration of the contract.

6. In the circumstances you are appointed as **Sales Associate** with effect from **13/05/2022** subject to the following conditions.

a. You are hereby appointed in the post of **Sales Associate** for a Fixed – Term upto **30/09/2022** to enable the company to fulfill its obligations arising out of and under the contract dated **01/10/2019** between this Company and **M/s. Sundaram Finance Ltd.** Therefore, your employment with this company will be for the duration upto the mentioned appointment period. However, in the event of your services being required to meet the obligations agreed under the said contract, the Management reserves their right to extend your employment for such further period/ periods as may be necessary in the event of the aforementioned circumstances. In that case, you shall be informed in writing accordingly in regard to the extension/ extensions, if any, of your employment with this company and also the duration of the said extension. Upon your acceptance of such extension you shall continue in the service of this company on the same terms and conditions mentioned herein for the said duration, which will be indicated in the order of extension.

b. It is made clear that your employment on Fixed – Term will be in force during the subsistence of the contract between this company and **M/s. Sundaram Finance Ltd.** and therefore your employment will be terminated with the cessation of the mentioned appointment period.

c. However, notwithstanding anything contained herein, in the event of the Management deciding in its business interests to discontinue the referred contract or the referred contract being brought to an end by the other party of the contract for any reason, whatsoever, then your employment shall be shortened to that extent, with or without giving you any notice.

d. You will be paid monthly salary as furnished:

No.	Details	Rs.
1	Basic Salary	**10250.00**
2	House Rent Allowance	**3750.00**
	Total	**14000.00**

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Letter of Appointment

To,
Mr. L. Thangaraj,
6/119, ARK Gardan,
Negamam Road,
Kovilpalaym,
Pollachi, Tamilnadu.

Dear Mr. L. Thangaraj,

Thank you for accepting our offer at Soulocal Retail Ventures Private Limited. We are glad to have you join our company.

You have been appointed for the position of '**Cataloguing Team Head**' at Soulocal - Coimbatore. Your Total Salary will be **Rs. 1,80,000/- per annum.**

You are required to join on **12/05/2022.**

For any further quires kindly contact us at core@soulocal.in.

Thank you,

SURYA AVINASHILINGAM
Director

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Thippampatti, POLLACHI - 642 107.

Address: 127, Race Course, Coimbatore, Tamil Nadu, India – 641018
Email ID: core@soulocal.in
Ph No: +91 9597650335, +91 9655612121

DocuSign Envelope ID: FC0902DE-744F-4610-BEFE-2DBE6CA39109

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

November 22, 2021

GOWTHAM KUMAR M

Coimbatore

LETTER OF APPOINTMENT

Dear GOWTHAM,

Congratulations! We have pleasure in making an offer to you for the post of ***HC & Insurance Operations Senior Rep. - Coimbatore***. We expect you to join the company on or before ***December 03, 2021*** You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,
Sindhu Palanisamy

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

DocuSign Envelope ID: FC0902DE-744F-4610-BEFE-2DBE6CA39109

NTT DATA Information Processing Services Private Limited
Plot No. 123, EPIP Phase II
Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Annexure- 1

Compensation and Benefits			
Name	***GOWTHAM KUMAR M***		
Designation	***HC & Insurance Operations Senior Rep.***	Grade	***3***
Joining Date	***December 03, 2021***	Location	***Coimbatore***
Fixed Compensation (A)			
Group 1		**Monthly (₹)**	**Annual (₹)**
Basic Salary		₹ ***4100***	₹ ***49200***
Group 2 (Allowances)			
The Flexible Compensation Plan (FCP) includes:		₹ ***5461***	₹ ***65531***
. House Rent Allowance			
. Leave Travel Allowance			
. Children Education Allowance			
. Children Hostel Allowance			
. Professional Development Allowance			
. Meal Pass			
. National Pension Scheme			
. Fuel & Maintenance*			
. Special Allowance			
Group 3 (Retirals)			
^Provident Fund (12% of Basic Salary) Employer's Contribution		₹ ***492***	₹ ***5904***
Gratuity (4.8% of Basic Salary as per the provisions of the payment of Gratuity Act 1972).		₹ ***197***	₹ ***2365***
Total Fixed Compensation (Group 1 +Group 2+Group 3)		₹ ***10250***	₹ ***123000***
Variable Compensation (B)		BIP	
Annual potential discretionary variable incentive**		Min	Maximum
		0%	7%
		-	₹ 8610
Annual earning potential including fixed compensation		₹ ***123000***	₹ ***131610***
Additional Benefits (C)			
Employer Contribution towards Employee Health Insurance (GMC)***		₹ 8000	
Remote working allowance****		₹ 24000	
Annual total benefits Cost		**₹ 32000**	
Total Compensation (Maximum cost to the company)		**₹ 163610**	

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^PF contribution: if your basic salary is less than INR 15,000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the Special Allowance will be considered up to the extent of INR 15,000 per month. If your basic salary is INR 15,000 or more, the PF contribution will be calculated on Basic Salary only.

*You can claim Fuel and Maintenance reimbursement as per the government guidelines. This will be derived from the existing Special Allowance component. The reimbursement is applicable only for four wheelers. Unclaimed Allowance will be taxed and paid as Special Allowance.

** You are eligible for the annual discretionary variable incentive pay as per the program ("PEP") in accordance with the terms and conditions of the applicable program assigned to you based on your job and business unit. The annual discretionary variable incentive pay may differ as it will be funded and paid based on the Company's performance and individual performance and subject to the terms and conditions of the program applicable at that time. The annual discretionary variable incentive pay stated above may be withdrawn, changed or modified by the Company at its sole discretion, from time to time and will be notified to you as per the Company policy.

***There is no reimbursement of amount as this is a benefit provided by the Company to its employees and the premium payable towards the insurance will be borne by the Company which is subject to change year on year .Benefits under this Insurance Policy will be as per the rules of the insurance company

****This is applicable only for employees up to grade 11 where Company at its sole discretion allows or requires certain employees to work remotely on a formal basis and if the position is conducive to such an arrangement.". Please note that only your total fixed compensation will be visible in our internal navigator system and the variable/additional benefits will be as per the company policy/program.

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Medical and Insurance Benefits
Hospitalization Insurance You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of **Rs.3,50,000**.
Personal Accident Insurance You are covered under the **Personal Accident Insurance** for self as per Company policy.
Group Life Insurance Scheme You are covered under the **Group Life Insurance** for self as per Company policy.
Other Benefits
Discretionary Advance against Salary On confirmation, you will be eligible for discretionary salary advance up to a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.
House Deposit Advance You are eligible for house deposit / advance up to a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.
Salary Advance On confirmation, you will be eligible for salary advance up to a maximum of one (1) month gross salary for taking care of any personal emergencies for self, as per Company policy.

The benefits stated above may be withdrawn, changed or modified by the Management at its sole discretion, from time to time and will be notified to you as per the Company policy. The eligibility shown is as per current policy and is subject to change from time-to-time as per the Company policy

The above is subject to the policies of the Company, as applicable from time to time.

Yours sincerely,

FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:
Monika Cyril
D5E990A204894EF...

MONIKA CYRIL

ASSOCIATE DIRECTOR – TALENT ACQUISITION

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Annexure – 2

Other TERMS AND CONDITIONS OF EMPLOYMENT

- Your total compensation and benefits will be as per the enclosure. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you. The compensation is at a cost to company basis.

- You will be on probation during the first six (6) months of your joining the Company. You would be confirmed in the services of the Company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period might be extended as per the discretion of the Management

- Training: The Company may also send you to a location of its choice for occupancy or to any location abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of the company sending you abroad for specific skills training, you will be required to repay to the Company, all the costs paid to you or incurred on your behalf for this training.

- Your employment is contingent on the successful completion of mandatory training as per the Company's parameters and requirements as communicated to you.

- Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.

- Transfer to Other Locations: Your services may be transferred to any one four Associate/Group companies or Units in India or Overseas to carry out any assignment arising out of the Company's business including transfers to any of its offices (or locations of its customers) in India or abroad on terms and conditions as applicable to such transfers. If this results in a change of your service conditions, the Company will issue you a prior communication of the same.

- During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company.

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Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.

- You agree and represent to the Company that you are not subject to any other existing contract, which would affect or impede your ability to perform in accordance with this letter.

- This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services, however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

- The Company, at its discretion can waive the applicable notice and relieve you immediately upon paying you the base salary in lieu of the said notice period or can ask you to continue in service during the period of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however, terminate your services without any notice or compensation in the event of:

    - Your remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.

    - Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

    - Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

    - Any breach or refusal to carry out your duties or responsibilities or refusal to carry out tasks assigned to you by those in authority.

    - Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.

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- It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu thereof, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.

- Upon joining the Company, you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts of the same.

- You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.

- The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.

- You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.

- This appointment is subject to:

    - You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.

    - The Company receiving satisfactory reports from all references cited in your application.

    - The Company receiving satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to appoint an agency of its choice to conduct such verification). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment

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- The Company has a Zero Tolerance policy towards unethical behavior:
    - If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
    - Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
    - At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's policy effective 1st September 2020. In such cases the employees are expected to have a suitable remote work area.
- The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.
- You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:
    - Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
    - Solicit or accept any business from any person, firm or corporation that is prospective customer of the Company with whom you had any dealings on the Company's behalf during the term of your employment with the Company.
    - Communicate with any customers of the Company or communicate with any employee of the Company with the effect of enticing or attempting to entice any employee away from the Company.
- Any delay or nonperformance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:

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- Any event which is caused by the negligence or is intentional of any party to this letter.
- Insufficiency of funds.
- The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.
- When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.
- In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.

- The Company will collect and process certain personal information in relation to your employment with the Company. You hereby acknowledge and consent to the collection, use, storage and processing of your personal information, including Sensitive Information, for the purpose of administering your employment with the Company, including for the purposes of administering employment related benefits, maintaining employee records, and conducting background verification and performance reviews. You also agree and consent to the transfer or disclosure of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers. You acknowledge and accept that these recipients may be located within or outside of India, in a country which may have different data privacy laws applicable. The term 'Sensitive Information' means and includes such personal information that relates to your passwords, physical, physiological or mental health condition, sexual orientation, medical records, financial information and biometric information. You hereby consent to the processing of your personal information in the manner described above, whether by the Company or any service provider on behalf of the Company."

- You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.

- You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.

- You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your workplace. While on overseas deputation, as a representative of the Company, it is your moral

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responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.

- If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.
- You are required to join the Company on or before your start date failing which, the Company at its sole discretion reserves the right to revoke the offer made to you.
- You shall retire on the attainment of sixty-two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.
- You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to try and adjudicate upon any matter concerning this agreement.
- Any change in the above address of either you or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.
- If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

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Annexure –3

WORK FROM HOME CONDITIONS UNDERTAKING

Pursuant to my acceptance of the role as per the general terms and conditions and compensation mentioned in the Appointment Letter, I acknowledge that my employment is subject to the conditions as stated in this Annexure 3.

Under the prevailing circumstances of the pandemic spread of COVID-19, in order for the Company to ensure the safety and wellbeing of its employees and their families, clients, visitors and the general public, the Company is recommending that employees shall Work from Home (WFH) where possible.

I clearly understand the work from home dynamics as explained to me during the interview process and at the time of explaining the offer and I agree to abide by the below provisions without any exception.

I also understand that my failure to follow any one or more of the provisions mentioned in this undertaking either completely or there in part, may lead to disciplinary action against me and may also lead to termination of employment.

I Agree:

- To make my workspace at home comfortable and ergonomic to comply with continued working hours.
- To arrange for a backup facility for electricity failure to allow uninterrupted power during my scheduled working hours.
- To be physically present at the location of work as required for collection of IT Assets on the date of joining or as advised by the Company. This will be basis of applicable lockdown conditions prevalent at the said time.
- To have sustainable high-speed internet board band connection (DSL/Cable/Fiber) to comply with the remote work from home conditions as per terms of the offer letter. Mobile phone hotspot, Wi-Fi Dongle will not be considered as high-speed broad band internet. I will arrange to have required internet facility available at my home in case of work from home prior to my date of joining the Company. The Company may, as per the applicable policy, provide me with the necessary computing system and other equipment (“Equipment”) to perform work while working remotely. Provided however, where permitted by the Company to so do so, I agree to use my personal mobile phone/Tablet/Laptop/ Desktop for video conference calls during trainings and/or business meetings and other work-related matters, for a temporary period until the Company provides me with a computing system.
- In any event, I will have to travel to my base office location at the time of my IT asset allocation in case I am authorized to work from home and shall ensure that I have followed the relevant approval protocol.

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- If provided, the Equipment will continue to be the property of the Company and I will be using the same for business purposes only. I will be responsible for the care of the Equipment provided by Company and keep it in good performing order for the purposes of remote working requirement.

- I will also be responsible for protecting the Equipment and its contents.

- I shall take all necessary precautions to secure the Equipment and shall be responsible for a loss / Damage of the Equipment. I will use the Equipment only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company while working remotely.

- I acknowledge and agree that I shall comply with all the Policies of the Company during the time of my employment and shall also comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Equipment in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.

- I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.

- I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, remain protected against any unauthorized access or disclosure.

- I further agree that I shall comply with the instructions provided in Exhibit A below regarding the use of the Equipment.

- I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and up to termination of my employment.

Specifically, with respect to working from home, I shall:

a. Enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines

b. Use a secure network for performing official work.

c. Make best efforts to ensure that there is no negative impact to productivity or quality of work during the course of my employment.

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d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.

e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.

f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.

g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.

h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.

i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

- I will be responsible to bear all costs related to repair or replace any breakage/damage to company-provided Equipment like laptops/Desktop/monitors/LCD Screen and/or power/electrical devices like UPS/power adapter /cables provided by the Company. Such costs will by default be deducted from my monthly salary.

- If working remotely, when so required, I will make myself available for on-site meetings or training from time to time as required by Company. I will take all preapprovals that may be required before entering any Company premises.

- I will follow all statutory, health, and safety protocols as part of guidelines laid down by the government and the local authorities enacted by my Company when asked to return to office.

- I will have to complete the required working hours as per terms agreed in the offer and if for any person reason, I take a break, I will have to intimate about the same to my manager and take my managers approval.

- I have to maintain normal productivity and make myself available during the regular working hours.

- I will have to commit and achieve hourly/daily/monthly productivity and quality targets assigned to me.

- I will not work for anyone other than NTT DATA during the course of my employment and I will not undertake non-work-related activities during my working hours.

- I will coordinate about my work schedule with my Hard-Line Manager and will be responsible for keeping my Hard-Line Manager and team informed about the status of my work.

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- I hereby consent to comply with all the provisions of the work from home policy shared by Company and I further state that it will be my responsibility to abide by all the above-mentioned requirements by the Company.

I also understand that on any failure to comply with the above-mentioned actions, the Company is entitled to initiate appropriate action as per Company Policy including rescinding the employment contract and in such instance my contract of employment will stand terminated with immediate effect on the date of such communication by the company.

I am aware and accept that the termination on such situation would be on account of my noncompliance as per the conditions of the offer letter. I also understand that I will not be entitled to any notice period pay out on account of the termination related to the matters mentioned in the undertaking.

Company reserves its right to initiate appropriate action against me in terms of the Offer Letter Employment Agreement and the policy of the Company including termination of my employment and I have hereby provided my consent to the same.

I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

Acceptance

In accepting employment with NTT DATA Information Processing Services Private Limited, I hereby agree to abide by the terms and conditions set out in the above offer of employment and all policies and regulations of the Company as may be amended from time to time.

DocuSigned by:
9B2E3D4EE6C5400...

November 22, 2021 | 9:45 AM CST

Name & Signature: Date:

RETURN THIS FORM WITH THE SIGNED OFFER LETTER

For any questions on your offer, please contact **Sindhu Palanisamy**

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accesshealthcare™

Date: 01 Nov 2021 21:02

Employee ID: L1134234
Mr./Ms. Aarthi N
Assistant Client Partner - Billing

Appointment Letter

Dear Aarthi N,

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 **01 Nov 2021**

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,

Samuel S
Director - HR

I accept this appointment and the Terms and Conditions attached.

Digitally Acknowledged by me on
01 Nov 2021 21:02

.....
Signature of the Candidate

Name : Aarthi N
Employee ID : L1134234

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accesshealthcare™

Annexure I

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic	7375.00	88500.00
House Rent Allowance	2.00	24.00
Conveyance Allowance	0.00	0.00
DA	2550.00	30600.00
SDA	0.00	0.00
Statutory Bonus	1985.00	23820.00
Special Allowance	0.00	0.00
Gross (A)	**11912.00**	**142944.00**

Benefits

Provident Fund	1191.00	14292.00
ESI	387.00	4644.00
Medical Reimbursement	0.00	0.00
Retention Incentive	614.00	7368.00
Gratuity	354.00	4248.00
Total (B)	**2546.00**	**30552.00**
Cost To Company (A+B)	**14458.33**	**173500.00**

Insurance Benefits:

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

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

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

Retirement Benefits:

a) Gratuity:

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

b) Provident Fund:

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

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L1134234

Confidential

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Plot No.22, Sec 135, Noida-201305, U.P.
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Mr. Akash Eswaran
S/o. Eswaran Rajaram
110 pandi velalar theru palaiyaayakkuddi,Ayakudi
Ayakudi
Tamil Nadu - 624613

May 08, 2023

Letter of Appointment

Employee Code - 102232

Dear Akash Eswaran,
We are pleased to inform you that you have been appointed as **Executive – Client Servicing** effective from **Apr 27, 2023.**

Your employment with IndiaMART Intermesh Limited ("Company") will be governed by Company's policies, as modified, from time to time and at Company's sole discretion, upon notice to you. The terms and conditions contained herein ("Terms of Employment") must be read as a part of all the Company's current policies.

1. Compensation

1.1 The compensation shall be **Rs 27500/- p.m.** which includes agreed monetary values of perquisites. The details and break-up of salary in terms of compensation and benefits will be as per **Annexure A** to this letter. Income tax where applicable will be deducted at source from your monthly compensation as per the government rules and regulations.

1.2 You are required to provide statement of income till date for this financial year, as well as proof of tax saving for the current financial year. Please note that the company will not be liable for any misrepresentation in your declaration of your income prior to joining the company.

2. Background Check

2.1 You acknowledge and agree that Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks.

2.2 If, at any time, Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

3. Leave Policy

3.1 You will be entitled to Festivals & National Holidays and leaves as per the policy of the company. For the purposes of the leave the Calendar year is followed. Detailed leaves are visible on the Company's Intranet.

3.2 All leaves should be applied in advance and should be approved by the manager. The company reserves the right to grant the leave applied, depending on the exigency of work.

3.3 Maternity leaves will be applicable as per Annexure B

4. Salary and Benefits

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E: customercare@indiamart.com
Website: www.indiamart.com

4.1 Your compensation will be reviewed on an annual basis via annual appraisals unless otherwise decided as per the policy of the company and your salary may be adjusted, depending upon various factors, including your performance during the preceding performance period.

4.2 Unless otherwise provided by Company, your salary shall be paid in monthly/weekly instalments and in arrears. The total amount issued will be your salary less any statutory, standard, permissible, or elected deductions or set-offs applicable to your employment.

4.3 In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary, and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date.

4.4 You will strictly maintain confidentiality of your salary details during your employment or thereafter. Any salary information sharing will be considered as violation of the company's values.

4.5 The quarterly PLI will be paid only to employees where the score is finalized for the quarter completed.

5. Statutory and other benefits

5.1 Company will provide you coverage under Accidental life insurance policy from day one. At the start of the first full calendar month after expiration of thirty (30) days from your effective start date, you will be enrolled in Mediclaim policy.

5.2 Under applicable laws, you may be able to participate in schemes sponsored by the Government of India and any relevant state governments. On being covered under any of these schemes, Company may, at any time and in its sole discretion, deduct from your salary, upon notice to you, portion of any contributions payable by you under the schemes.

6. Duties

6.1 The roles, responsibilities, and duties appropriate to your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and/or its Subsidiaries.

6.2 This job requires you to work from the office on all working days as per your working location.

7. Ownership of work

7.1 The ownership of any rights arising out of or in relation to the employment during the said period of employment in in any work shall be vested in the company. In case, any document is required to be executed for conferring such rights in favour of the company shall be executed by you as and when required.

8. Hours of Work

8.1 A working week shall comprise maximum 48 hours of working in a week.

9. Placement of Employment

9.1 You acknowledge and agree that you may be assigned, transferred or deputed to other branches /departments or units of the Company and/or its affiliates holding or subsidiary companies either in existence or may come into existence whether in India or abroad. In the event of any such assignment, transfer, or deputation, you may be required to consent to and/or agree to certain other agreements or policies applicable to such an assignment, deputation, or transfer.

10. Termination and Notice Period

10.1 Your employment shall terminate immediately:

a) When you reach the age of 58 years or earlier if not medically or mentally fit.

b) Upon Company giving you thirty (30) days' notice of termination for any reason, with or without cause; Company may, in its sole discretion terminate your employment immediately by paying your basic monthly salary in lieu of giving you such notice; and/or

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c) Upon Company's notice to you, if you are in breach of any of the terms contained herein or any of the Company's policies and you have failed to cure such breach within thirty (30) days of notice of such breach or within such period as notified to you as per policy of the company from time to time.

10.2 You may also have a right to terminate your employment with the Company by giving thirty (30) days' notice of termination. The Company may in its sole discretion accept the termination of employment by you with immediate effect or with such lesser period with the payment of basic salary in lieu of the notice period/balance period of notice or otherwise; and/or

10.3 Company may terminate your employment immediately, with or without notice, on the occurrence of your:

a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

b) Engaging in misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

c) Involvement in any act of moral turpitude.

11. Consequences of termination

11.1 Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return immediately to the Company:

a) Any property belonging to the Company, such as a laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and

b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.

11.2 Upon termination or expiration of your employment, for any reason, amounts due or payable, from, or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

11.3 Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at it sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion, withhold the relieving letter and all other documents regarding your employment hereunder.

12. Mode of Communication

12.1 Official E-mail ID shall be allocated to you after joining. Any information including letter/notice of confirmation, transfer, promotion, termination, resignation, policy matters etc. by the Company shall be received/sent to you through this e-mail ID. You represent and warrant to use this E-mail ID only for the purpose of this employment

12.2 Other than general notices, which may be intimated by e-mail, general notice, announcement on the Company's web site, bulletin e- mail, bulletin boards and other similar postings, notices will be provided to you in person, by email or by ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

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13. Dispute Resolution

13.1 In case of any dispute or difference in respect of interpretation of the terms & conditions of this agreement, both the parties shall resolve the same amicably through discussions by the duly appointed representatives. However, any dispute having not resolved shall be referred to the sole arbitration by a person duly nominated by the company as an arbitrator, whose decision shall be final and binding on both the parties. The arbitration shall be at Delhi and proceedings shall be in English.

14. Confidentiality

14.1 "Confidential Information" means any proprietary or confidential information, work product (whether produced by you or other resources of the Company or provided to you by Company or on Company's and its affiliates' and their employees', contractors' and/or clients' behalf) designs, business information or plans, inventions, technical data, business strategies, trade secrets or know-how, in any media of Company, its affiliates and their employees, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions, projects or opportunities, proposals, Work Product or deliverables, contractor, customer or client lists, distribution and sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly available.

14.2 You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. At any time during the term of your employment, you agree to execute non-disclosure or similar agreements required by the Company and its affiliates and their employees, contractors and/or clients with respect to such Confidential Information.

14.3 During the term of your employment and thereafter, you shall:

(a) hold the Confidential Information in the strictest confidence.

(b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you.

(c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company.

(d)give prompt notice to company of any actual or attempted unauthorized use or disclosure of confidential information.

(e) ensure the compliance of SEBI (Prevention of Insider Trading) Regulations, 2015 and the Code of Conduct made in terms thereof.

(f) return the Confidential Information, including any copies or reproductions, at Company request or upon termination of your employment. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this Section by you, including in the event, where you take up or attempt to take up employment with or act or attempt to act as consultant or contractor to, any person, who may be a competitor of Company, or take up or attempt to take up employment or contract with any person in a manner that may result in disclosure or misuse of Confidential Information.

15. Intellectual Property

15.1 You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, or other material which you conceive, discover or create during or in consequence of employment hereunder

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("Work Product") shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to Company and its affiliates upon inception or development.

15.2 All Work Product shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and agree not to challenge the validity of Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results or proceeds therefrom, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to Company or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against Company and its affiliates and their employees, contractors or clients with respect to such rights and grant to Company and its affiliates an exclusive, irrevocable, perpetual, worldwide, sublicensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof.

15.3 You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including authors' special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company and its duly authorized officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you.

15.4 You agree that you will not violate or attempt to violate the intellectual property rights, interests, or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this Section by you.

16. Data Privacy Policy

16.1 Company may, in connection with your employment, receive personal data relating to you or third parties associated with you (such as your spouse or children). Such data may be received from you, or from other sources, and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. Company may process such data for the relevant and limited purposes in accordance with the policy of the Company.

17. Full time employment, Non-Compete and Non-Solicitation

17.1 During the term of your employment or these Terms of Employment, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business including but not limited to the activity or business which could result in direct or indirect competition with the business of the Company.

17.2 You must not directly or indirectly either during employment or for a period of 12 months thereafter, solicit, or try to entice away from the Company any person, employee, business leads or clients associated with the Company that you may have come across during your employment with the Company.

18. Warranties

18.1 You warrant that your employment Company will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party to.

18.2 You warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior the effective start date at the Company

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18.3 You warrant that you have not and will not inappropriately, or attempt to, use or disclose any confidential or proprietary information obtained from a third party or otherwise.

18.4 You warrant that you will comply with all of Company's policies and standards (including the Company's Code of Conduct) in effect from time to time and shall perform your services in a professional manner and in a manner consistent with otherwise as applicable to the services provided by you hereunder.

18.5 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully and rightfully perform the services as required hereunder.

19. Indemnification

19.1 You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by or related to your breach of any of the provisions contained in this Terms of Employment.

20. General

20.1 These Terms of Employment and your employment is personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. Company may assign these Terms of Employment, in part or whole, upon notice to you. No delay or failure by Company to exercise any of its powers, rights or remedies under these Terms of Employment will operate as a waiver of such powers, rights or remedies. If any provision of these Terms of Employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these Terms of Employment shall not be affected. You shall not make any announcement concerning Company and its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients. These Terms of Employment will be construed in accordance with and governed by the Laws of India.

20.2 These Terms of Employment, together with the offer letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

ACKNOWELEGMENT

*I confirm that the given E-mail ID is my assigned official id **akash.eswaran@indiamart.com**

Madhup Agrawal
National Head - HR
(IndiaMART InterMESH Ltd.)

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the above appointment on the terms and conditions stated herein above.

_____ Date: _____

(Employee Name – Signature)

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Annexure A

Compensation Break-up

Name	:	**Mr. Akash Eswaran**
Designation	:	**Executive – Client Servicing**
Total compensation	:	Rs 27500/- per month
Break-up of compensation		
Basic	:	Rs 21001/- per month
HRA	:	Rs 4699/- per month
Bonus	:	Rs 0/- per month
Executive Allowance	:	Rs 0/- per month
EPF	:	Rs 1800/- per month
Deduction		
EPF	:	Rs 3600/- per month

Please note that the above-mentioned salary is inclusive of the deductions as per statutory requirements.

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REDBLACKTREE

RedBlackTree Technologies Pvt. Ltd.

#8 Lalitha Nagar 1st Street, Santhome, Chennai 600 004, India. Phone: 91-44-43533706 Email: corp@redblacktree.com

Ms. Akshaya krishnamoorthy
Sai Krishna Illam, 1st Street,
Sairam layout, Udumalpet - 642126

Date: Tuesday, 24th May 2022

Subject: Offer of Employment

Dear Akshaya,

We are pleased to offer you the position of Associate Talent Acquisition at RedBlackTree. We are convinced that you will be a valuable addition to our team and an asset to our company.

As an Associate Talent Acquisition your responsibilities will include (but not be limited to) the recruitment, administration, and HR related services and other deliverables to RedBlackTree and its customers.

You will be eligible for a Gross Annual CTC of Rs. [redacted] (Rupees Two Lakhs Ninety Three Thousand only), subject to deduction of taxes at source as per statutory requirements.

All payments will be subject to deduction of taxes at source per statutory requirements.

Please note the following additional terms and conditions that apply to this offer of employment:

1. Your current posting will be in Chennai, India. However, owing to the current Covid-19 pandemic, you are allowed to work from home, remotely, per company policy and team rules.
2. You will be governed by the company's HR Policies, Rules of Conduct, Non-Disclosure Agreement and all other company policies as applicable to you from time to time.
3. Your duties as an Associate Talent Acquisition will commence on or before 26th May 2022.
4. You will be on a probation period of 6 months from the date of your joining, which may be extended at the discretion of the Management. Your services will be confirmed on successful completion of the probation period.
5. You are entitled to 36 days of leave in one calendar year, segregated into 12 days of Earned leave, 12 days of Casual leave and 12 days of Sick leave; the leaves will be governed by the Leave Policy of the Company. During your probation period, you will be eligible only for your casual & sick leaves.
6. A detailed appointment letter will be issued to you on your joining.
7. This Offer is subject to your background check which RedBlackTree may do pre- or post-employment and in case of any negative results on the background check, RedBlackTree may take necessary action, possibly including termination, in keeping with our recruitment policies and standards.
8. This Offer Letter shall be subject to the laws of India. Any disputes, differences or claims under, or in relation to this Offer Letter and any consequent matters shall fall under the exclusive jurisdiction of the courts in Chennai, India.

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REDBLACKTREE

RedBlackTree Technologies Pvt. Ltd.

#8 Lalitha Nagar 1st Street, Santhome, Chennai 600 004, India. Phone: 91-44-43533706 Email: corp@redblacktree.com

9. You will be required to furnish the following documents on or before your date of joining to RedBlackTree:
    - Copies of all education certificates and grade sheets.
    - Experience certificates
    - 2 passport size photographs.
    - Copies of your passport, PAN Card and Aadhar card.
    - Salary certificate or Form-16 of previous organization. (This is essential for computing TDS for the current financial year)
    - Blood Group Details
10. In addition to the above, you are requested to please forward your resignation email or letter from your current organization within 5 days of receipt of this Offer Letter.
11. On the day of your joining, you would be required to sign our standard Confidentiality and Non-Disclosure Agreement documents and submit those documents as well to RedBlackTree.

To accept this offer please sign and date this offer letter and respond indicating your acceptance through email within the next 48 hours.

We look forward to your acceptance of this offer and a long and exciting relationship.

Best Wishes,

Mahathy Meenakshi Sundaram
People Operations Lead
RedBlackTree Technologies Pvt. Ltd.

I accept this offer of employment from RedBlackTree Technologies Pvt. Ltd.

K. Akshaya
Signature

25.05.2022
Date

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From:-

Arun Sankaran
No 2/8, Ramar Kovil Street, Makkinampatti, Coimbatore - 642003

To:-

M/s TTF Technologies Pvt. Ltd.

Chennai

Dear Sir/Madam,

Sub: Letter of Undertaking

Apropos the letter of appointment **2020/12/CAMP/004** dated **18-Dec-2020** issued by you and my letter of consent dated 11/01/2021 agreeing to take up the appointment as per the terms and conditions of the offer letter.

I hereby undertake to abide by the following conditions as stipulated for the employees joining as trainees in TTF Technologies Pvt. Ltd.:

1. That the working days will be 6 days a week (Monday to Saturday) with Sunday as weekly off for a period of one year from my date of joining and till I am promoted as Associate Consultant.
2. I understand and agree that my employment with TTF as Trainee Software Engineer is subject to my completing the Final Year Examination of my Degree Course, without arrears, and producing to TTF the valid proof of the same. I understand and agree that till such time my engagement with TTF is purely temporary, and if I am unable to submit the relevant proof within a reasonable time from the date of declaration of results, my services are liable to be terminated forthwith and the clause of 2 month notice period will not be applicable.
3. I understand and agree that the payment of the "Special Incentive" component of my CTC (refer to the offer of employment dated duly accepted by me) is payable only after my successfully completing 2 years of continuous service with TTF. In case of the cessation of my service, on any account prior to completion of 2 years, I understand and agree that I will not eligible to receive the payment of the special incentive.
4. I understand that I will be considered "on probation" from the date of my joining the company till completion of 2 years and/or my elevation as Associate Consultant, whichever is earlier. In the case my leaving the company during the period probation, I will not be entitled to any "Reference" or "experience" letter from the company."
5. I will not disclose any customer information of TTF Client to any other person except as authorized under the Act , and I will continue to maintain such confidentiality obligations even after termination or cessation of my employment.

The above undertaking is given by me after full understanding and of free will and without any coercion.

Yours faithfully

S. Arun

Signature

Name: Arun Sankaran

Address: No 2/8, Ramar Kovil Street, Makkinampatti, Coimbatore - 642003

Date: 24-12-2020

Place: Chennai

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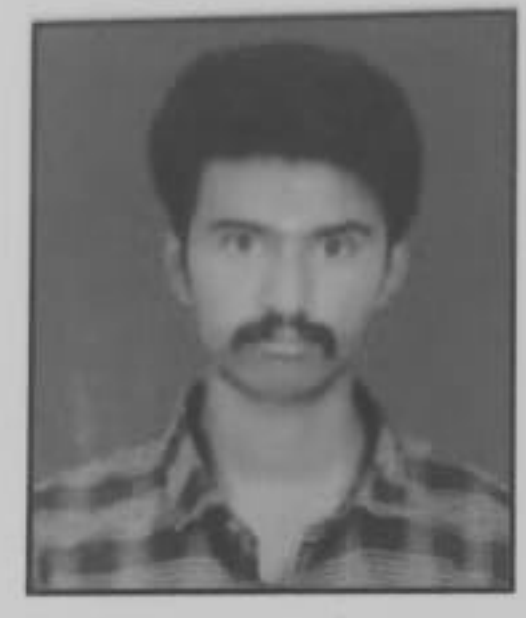
Thippampatti, POLLACHI - 642 107.

ABT™

ABT Industries Ltd



M.ARUNKUMAR

ASSISTANT - IT

DAIRY DIVISION

Sakthi

Issuing Authority

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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

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Oct 25 2022 **HR/BP/HC_APP799037**

Mr. Balamurugan Murugesan
SC-31, Sukkamanaickenpatti, Palani-Madathukulam road,
Palani,
Dindigul,624615

Letter of Appointment

Dear Balamurugan,

1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure–II.

2.0 **Date of Appointment:** Your effective date of Appointment will be on or before **Oct 25 2022**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on Sagility India Private Limited.

3.0 **Posting & Reporting**: Your posting in the normal course will be **Coimbatore** and you will report to the respective Business and/or Functional Head.

4.0 **Documentation:** You are required to furnish the following at the time of joining duty–

- 4.1 Proof of age;
- 4.2 Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments;
- 4.3 Appointment & Relieving letter of your previous employer, as applicable;
- 4.4 8 (eight) passport sized photographs;
- 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
- 4.6 Photocopy of Passport, if available.
- 4.7 Photocopy of your Aadhaar Card with number
- 4.8 PF No. / UAN (Universal Account Number) of previous employment.
- 4.9 ESIC Number of previous employment.
- 4.10 Any other documents as may be required by the Company.

5.0 **Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure – I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

DocuSigned by:
Sooraj Janardhanan
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Sooraj Janardhanan
Signatory user
Sagility India Private Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

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Signature:
Name: Bala Murugan M
Date: 10/25/2022

Encl: Annexure – I & II

PRINCIPAL
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Annexure- I Terms and Conditions of your appointment:

1. **Definitions:**

1.1 "**Posting**" means posting in the location by way of work from office;

1.1 "**Company**" means Sagility India Private Limited;

1.2 "**Company Policies**" means the policies enforced by the company from time to time.

2.1 **Remuneration Details:** The details of your entitlements and your salary are as per Annexure – II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce. You will also be entitled to contributory provident fund and gratuity as per the rules and regulations of the company, subject to statutory provisions.

2.2 Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc, shall be made on the salary month on month.

2.3 Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.

2.4 You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its policies.

2.5 1Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.

3.0 The other terms and conditions of your appointment are as follows:

3.1 **Training:** You will be initially, on training for a period of twelve months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period of training.

3.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of **training** and that the company reserves its rights to terminate your services in the event of misconduct or that your performance is found un-satisfactory

3.1.2 You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the Company's employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.

3.1.3 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.

Proviso: Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

3.1.4 Please note that in the event of your not joining the Company on or before the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked without prejudice to the right and remedies of the Company.

3.2 **Work Week:** The standard work week is **Monday to Friday / Saturday**. You will be given day off(s) in a week as per the policy of the Company. However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work.

3.3 **Regular Appointment:** On satisfactory completion of your probation you will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be INVALID INPUT month, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with **INVALID INPUT** month's notice or **INVALID INPUT month's** basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with INVALID INPUT months' notice or payment of INVALID INPUT month's basic salary in lieu of notice, at the discretion of the company.

Provision: Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

3.4 **Confidentiality:** You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

3.5 **Intellectual Property:** The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.

3.6 **Software & Legal Compliance:** The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.

3.7 **Statutory Compliance:** You shall strictly adhere to the applicable laws and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc

3.8 **Company Property:** You shall take reasonable care in maintaining and protecting the assets, properties, facilities, , equipment, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.

3.9 **Job Assignment:** You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.

3.10 **Transfer:**

3.10.1 The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to such transfer and as per the company's policies.

3.10.2 Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.

3.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -

3.10.3.1 that you shall follow and be governed by the rules and regulations applicable.

3.10.3.2 That you shall honour and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.

3.10.3.3 That you shall indemnify and hold harmless, the company, from all liabilities arising out of any act / omission attributable to your negligence, fraud and misconduct or otherwise, whether arising in the course of employment or otherwise.

3.10.3.4 The Company may change your Posting conditions (from work from home to work from office or vice versa, as applicable) as per the Company Policies and business requirement which is agreed without any conditions.

3.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure.

4.0 Other terms and conditions:

4.1 **Working Hours** – The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required under applicable laws and company policies.. This is for ensuring smooth conduct of work as per the company's policy.

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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4.2 **Double Employment Prohibited:**

4.2.1 You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing, in each case.

4.2.2 You will not seek membership of any local/public body without obtaining prior permission of the management, in writing, in each case.

4.3 **Contact Details:** You will keep us informed of any change in your residential address, civil or marital status criminal cases you are involved in and other such matters.

4.4 **Statutory Deductions:** Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year.

4.5 **Company Regulations:** You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.

4.6 **Verification:**

4.6.1 **Verification:** Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the details provided by you to the company.

4.6.2 Your remote working address (if applicable) is subject to verification as per the **Company** Policies.

4.7 **Declarations & Representations:** You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company of those external Interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.

4.8 **Annulment of Employment:** Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:

4.8.1 if during the pre-employment or the post-employment background checks, the checking agency gives a negative report; or

4.8.2 in the event of unsatisfactory result of any of the Section 3.7 events;

4.8.3 in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise;

4.9 **Termination for Breach:** In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from employment.

5.0 **Savings:** Notwithstanding anything contained herein, the company hereby reserves it's right in the following manner: -

5.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment.

5.2 To waive off the requirements stated in the para 2.3 and 2.1.4, more specifically as provided in the proviso's therein.

6.0 **Validity of Appointment Letter:** This contract is valid, subject to (a) satisfactory verification as enumerated in para 4.6.1 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.

7.0 **Governing Law & Jurisdiction:** The terms and conditions of this letter of appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore as on the date the cause of action of the said dispute is said to have arisen.

8.0 **Non-Solicitation: -** You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees (b) attempt to induce such other employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Comp any's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company

9.0 **Non-Compete: -** The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and

9.1 Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;

9.2 For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner, investor or otherwise.

9.3 The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company

9.4 The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.

9.5 The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.

10.0 **Representation.** The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.

11.0 **Interpretation/Severability.** If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.

12.0 **Waiver of Breach.** Any waiver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at any time, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.

13.0 **Survival.** All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment.

14.0 **Relocation**: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the Company's Policies.

15.0 **Company Policies:** Your employment with the Company shall be governed by the Company Policies.

16.0 **Maternity Benefit:** All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act.

17.0 **Training and official events**: You will be required to undergo training as required by the Company from time to time in the location as communicated by the Company. Further, you will be required to travel and attend meetings, employee events and other similar official events, time to time, as per the business requirement, in the location as communicated by the Company.

18.0 **Acceptance:** If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.:

Sooranadeswarar Thyagaraja College (Autonomous) Pollachi - 642 107

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Sooranadeswarar Thyagaraja College
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Thippampatti, POLLACHI - 642 107.

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Sagility India Private Limited
(Formerly Berkmeer India Private Limited)

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ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	**Balamurugan Murugesan**			
Designation	**Trainee Process Consultant**			
Grade	**PC2**	**Location**	**Coimbatore**	
Components	**w.e.f - DOJ**		**Monthly**	**Annual**
"A" FIXED				
Basic			4,578	54,936
House Rent Allowance			1,831	21,972
Shift Allowance			5,000	60,000
Skill Allowance			34	408
"A" Sub-total – Gross Pay			**11,443**	**1,37,316**
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			382	4,578
Provident Fund **– *Employer's Contribution***			1,153	13,836
Gratuity			220	2,640
ESIC Contribution **– *Employer's Contribution***			385	4,620
"B"Sub-total– Retiral benefits			**2,140**	**25,684**
Total Salary Cost (A + B)			**13,583**	**1,63,000**
"C" VARIABLE PAY				
Performance Incentives ***(@ 100% of given achievement targets)***			1,000	12,000
"C" Sub-total - Variable			**1,000**	**12,000**
Total Cost to Company (A + B + C)			**14,583**	**1,75,000**
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company : (A + B + C + D)			**14,583**	**1,75,000**
Net Salary*- This is an approximate net amount and is subject to vary based on any change of rules or law relating to employee compensation (not limited to change in PF or ESI) or tax laws or any changes in the compensation structure			**10,583**	**1,26,996**

Benefit / Scheme	**Description**	**Value / PA**
# Onetime Retention Bonus	A onetime retention bonus of Rs. 6,000/- is paid on your confirmation post 6 months of your joining. An additional amount of Rs. 10,000/- on completion of 18 months.	**Rs. 16,000 p.a****
Performance incentives	Will be paid every month on achieving process defined target goals as defined in table below. The first three month's performance incentive will be paid on target during the seventh month payroll.	**Rs. 12,000p.a****
Subsidized Transport Service	An indicative transport cost incurred by the employer for commuting between home to office and back which is a facility to avail and not to be encashed if not availed.	**Rs. 16,200p.a****
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	**Rs. 6,00,000p.a****
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	**Rs. 1,00,000p.a****
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	**As applicable*p.m**
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	**As applicable***
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	**As applicable***
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	**As applicable*p.m**
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	**As applicable*p.m**
Professional Tax	If any as per the applicable rules in your state.	**As applicable*p.m**

Performance Incentive Ratings and Earnings Table:

Process Target achievement	**Training period**	**>80-<85%**	**>85-<95%**	**>95-<100%**	**>100-<110%**	**>110%**
PI Eligibility (%)	0%	50%	75%	100%	110%	125%
PI Eligible amount (Rs. p.a.)	0	6,000	9,000	12,000	13,200	15,000
PI Eligible amount (Rs. p.m.)	0	500	750	1,000	1,100	1,250

* Statutory Schemes are subject to change as per the Law from time to time.

** These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.

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Sooraj Janardhanan
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Sooraj Janardhanan
Signatory user
Sagility India Private Limited

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Balamurugan Murugesan
Date: 10/25/2022

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i As per ESIC, family means all or any of the following relatives of an insured person namely :- a spouse, a minor legitimate or adopted child dependent upon the insured person, a child who is wholly dependent on the earnings of the insured person and who is (a) receiving education, till he or she attains the age of twenty five years, (b) an unmarried daughter, a child who is infirm by reason or any physical or mental abnormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and dependant parent(s).

Appointment Letter

Ref No: HR/AL/2022/12/19124
Date: 03-DEC-2022

Name of the Candidate: Dharanisarulatha G
Job Location: Pollachi-MFG
Employee ID: VVDN/17513
Date of Joining: 01-DEC-2022

Dear Dharanisarulatha G,

With reference to your interview and selection, we are pleased to appoint you for the position of **Jr Engineer (Production)** in **VVDN Technologies Pvt. Ltd. (hereinafter referred to as "VVDN" or "Company")** on the following terms and conditions:

You will be given a CTC of Rs: **1,72,164** per Annum starting from the date of joining. All payments are subject to the applicable TDS, PF, ESIC and other relevant compliances as per the applicable laws.

1. Working days will be Five days a week whereas **for Production/ Manufacturing,** it will be **Six Days a week.** This is subject to any change, which may be enforced in the future. Such changes will supersede all the relevant clauses mentioned in this Appointment letter.

2. You will be on a probation period for the first 3 months. During this period, if the Company identifies that the performance of an employee is not at a satisfactory level, services will be subjected to terminate with immediate effect.

3. Either party can terminate this employment by serving a notice on the other party. Both Parties is required to serve a compulsory notice of 15 days. Your F&F will be settled after all the clearance.

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Thippampatti, POLLACHI - 642 107.

homefirst
We'll take you home

Date: February 2, 2023

Dear Harihara Sudhan K,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

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

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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

ICICI Bank

PRIVATE AND CONFIDENTIAL

Reference No. - 1384406456
Applicant ID - 5481013

29-Mar-2023

Hariprasath BS

Dear Hariprasath,

This is further to our communication inviting you to participate in the Probationary Officer Programme at ICICI Manipal Academy.

On your successful completion of the said classroom training we are pleased to make you this offer for Two months Internship and Six months On-the-Job-Training at ICICI Bank as the next legs of Probationary Officer Programme. On successful completion of the final Six months On-the-Job-Training you will join ICICI Bank.

You will be placed in Branch Banking Dept at CHENNAI - VELACHERY MAIN RD_BR. Your Internship would take place at CHENNAI - VELACHERY MAIN RD_BR.
The details of your remuneration and benefits are given in Annexure.

The following detailed terms and conditions shall govern your Internship and on-the-job training period and your employment with ICICI Bank:

Commencement/Term:

- You shall be required to join ICICI Bank on 28-Mar-2023 initially as Probationary Officer for Internship.

- You shall be required to complete Internship and on-the-job training for a period of two and six months respectively, immediately on joining.

- On successful completion of your eight months training, you will be placed in the grade of Deputy Manager (Band I) in ICICI Bank.

- In the event of not being able to successfully complete the on-the-job training as per the assessment of ICICI Bank, this offer of appointment shall be withdrawn and revoked without any further communication, on expiry of period. In the position of Deputy Manager (Band I), you shall be placed on probation for a period of one year or such extended period as may be decided by the Bank at its discretion based upon your performance during the probation period.

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ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (9122) 2653 1414
Fax: (9122) 2653 1122
Website www.icicibank.com
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Reference No. - 1384406456
Hariprasath BS

- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

  After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India or abroad.

- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of your resignation/termination.

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Hariprasath BS

- **Repayment / Recovery of Education Loan: Please note the following four points are applicable for the students who have availed the ICICI Bank Education Loan**
  - Please refer to Annexure B table 1 of the Invitation letter issued to you on joining the Probationary Officers Programme. As per the said clause for pursuing the Training Programme, you were required to pay Rs. 2,55,500 to Manipal Universal Learning Private Limited, which was provided by ICICI Bank as education loan ("Loan", the term which also includes any interest or other charges payable as stated therein) at 14.30%)Floating) interest per annum. The repayment of the Loan was to start on your completion of the Classroom Training and on-the-job Internship, upon your joining the services of ICICI Bank. No EMIs or interest was recovered during the training period. The EMIs for repayment of the Loan are spread over a period of 60 months to ensure that there is minimal impact on your monthly earnings. However, the interest on the loan accrued during the training and on-the-job Internship period of 12 months of moratorium period (repayment holiday)are to be recovered over the entire repayment tenure of 60 EMI (accrued interest will be divided equally)

  - Accordingly, please note that the EMI for repayment of the said loan amount of Rs. 2,55,500 along with applicable interest of 14.30%(Floating) per annum shall be recovered from the month after your successful completion of on-the-job Internship till the completion of 60 months of services in the Bank.

  - In the event of your cessation of service of ICICI Bank/Group Company/Subsidiary, for any reason whatsoever, you have may foreclose the loan at 14.30%) Floating).
  - Charges for late payment of Rs 500 + taxes per cheque/EMI bounce and a penal interest @24% per annum i.e. @ 2% per month on the overdue instalment/s will be levied

- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf of or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

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Hariprasath BS

- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/anti-national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would be deemed as breach of terms of service making you liable for termination from the services of the Bank.
- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of any civil or criminal case(s) instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify on any outcome of such complaint like filing of Charge-sheet / Arrest / Conviction / Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the internal framework of the Bank set up in this regard, at all times during your service period and even after cessation of service due to any reason whatsoever.

- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.
  - At any time during your services with the Bank in the event of:

    a) Any breach of the conditions mentioned in this letter on your part
    b) Any incorrect information furnished by you such as:
       - Mismatch in your previous employment data even for a day
       - Mismatch in your previous pay slip
       - Fake qualification certificates etc; and

    Suppression of any material information by you.
    Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Reference No. - 1384406456
Hariprasath BS

- **General:**
  - Your appointment and your continuation in employment are subject to your being found medically fit by a Bank appointed doctor and reference checks.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,
Anjay Chakravarty

I have read all the terms and conditions of the offer and would like to confirm my acceptance of the same.

Signature of Applicant

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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Reference No. - 1384406456
Hariprasath BS

Annexure:

Amount:

- During the period of Two months' Internship, you will be paid an amount of **Rs. 17,295** per month and during the period of Six months' on-the-job-training, you will be paid an amount of Rs. **23,060-** per month. There will be no deduction towards the Course cost to be incurred by ICICI Bank, during on-the-job training.

Remuneration:

- On successful completion of Eight months training period you will be eligible to draw salary and allowances as Deputy Manager (Band I) as mentioned below:-
- Your Base Salary will be Rs. 1,32,000/- (Rupees One Lakh Thirty Two Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no minimum guaranteed payout amount of the Performance Linked Retention Pay, and it will vary from time to time as decided by ICICI Bank. This is however, subject to applicability of the Payment of Bonus Act 1965, wherever applicable.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,28,100/- (Rupees One Lakh Twenty Eight Thousand and One Hundred only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of Supplementary Allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 66,000/- (Rupees Sixty Six Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 19,800/- (Rupees Nineteen Thousand Eight Hundred only) per annum.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 3122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

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Reference No. - 1384406456
Hariprasath BS

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family of up to Rs. 4,00,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including Supplementary Allowance are subject to the limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank

Signature of Applicant

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Near Chakli Circle,
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Reference No. - 1384406456
Hariprasath BS

Amount paid during Internship

	Probationary Officer- Internship	
	Monthly	**Two Months Accumulated**
Basic	6,600	13,200
HRA	3,300	6,600
Supplementary Allowance	6405	12,810
Superannuation Allowance	990	1,980
Total	**17295**	**34590**
PF*	1,561	3,122
Gratuity*	550	1,100
Total Fixed	**19,406**	**38,812**
*You will be eligible for Retirement Benefits of the Bank; namely Provident Fund in accordance with the statutory requirements and/or, as per Bank policy		

Amount paid during On-the-Job-Training

	Probationary Officer- OJT	
	Monthly	**Six Months Accumulated**
Basic	8,800	52,800
HRA	4,400	26,400
Supplementary Allowance	8,540	51,240
Superannuation Allowance	1,320	7,920
Total	**23,060**	**138,360**
PF*	1,800	10,800
Gratuity*	7,33	4,398
Total Fixed	**25,593**	**153,558**
*You will be eligible for Retirement Benefits of the Bank; namely Provident Fund in accordance with the statutory requirements and/or, as per Bank policy		

Date: 29-Mar-2023

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Vadodara 390 007, India.

Reference No. - 1384406456

Remuneration Details		
Name: Hariprasath BS		
Position: **Deputy Manager (Band I)**		
Group: RETAIL BANKING GROUP		
	Deputy Manager (Band I)	
	Monthly	**Annual**
Basic	11,000	132,000
HRA	5,500	66,000
Supplementary Allowance*	10,675	128,100
Superannuation Allowance	1,650	19,800
Total	**28,825**	**345,900**
Retirals		
Retirals (PF, Gratuity) ***	2,716	32,592
Total Fixed	**31,541**	**378,492**
Performance Linked Retention Pay#	6,250	75,000
Total CTC	**37,791**	**453,492**
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable		

Date: 29-Mar-2023

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ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel: (91-22) 2653 1414
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CIN: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

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

5. General:

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

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

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

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

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

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

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

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

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

For Home First Finance Company India Ltd.

(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____ (Signature):

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Ford

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JAGANATH

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REMMY® Textiles

IDENTITIY CARD

ID No : 20358
Name : JAWAHAR.R
Dept. : HRD
Design. : WELFARE OFFICER

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Thippampatti, POLLACHI - 642 107.

D.O.B : 13.11.1999

D.O.J : 11.08.2022

ADDRESS :

Vellalapalayam.

Emergency Contact No :

9965556041

9965556040

Authorised sign.

REMMY TEXTILES PVT LIMITED

SF.No.321/16A1B,Kattampatti Post,

Coimbatore - 642202.

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(Autonomous)

Thippampatti, POLLACHI - 642 107.

POPPYS GARMENTS

UKAS QUALITY MANAGEMENT 005

Appointment Letter

Date: 31.05.2021

To

Jayalakshmi B (ID No : 605712),

No 6, Udumalai Narayanan Colony,

Utthukadu Road, Pollachi,

Coimbatore – 642 001

Dear Jayalakshmi B,

Poppys Garments, is pleased to appoint you as **Assistant Welfare Officer** with effect from (01.06.2021).

You will be based at our Factory Premises responsible for all aspects of Welfare Activities, you will be reporting to HR Manager.

As part of accepting this appointment, at any reason you are accepting to work from the date of appointment, you must sign, without modification and return copy of this letter.

As Poppys Employee, you are expected to abide by all the company Rules, Policies and Procedures. The management has the liberty to relieve you from your duties with one month notice periodor salary in lieu of such notice and you have the right to hand in your resignation with one month of Notice Period.

We look forward to a favorable response and welcoming you in your position and productive and executing work relationship in Poppys Groups.

For Sincerely..,

POPPYS GARMENTS Padiyur, Kangeyam

Accepting as same above and sign

HR Manager

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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Conversation opened. 2 messages. All messages read.

Skip to content
Using Sree Saraswathi Thyagaraja College Mail with screen readers
jenniferindra

4 of 20
Fwd: Oct-21 Certification Result and Feedback!
External
Inbox
Jenifer Indra <jeniferindra447@gmail.com>
Tue, Apr 25, 11:55 PM
to me
---------- Forwarded message ---------
From: Trainer Focus Edumatics<olt_training@fevtutor.com>
Date: Fri, 28 Oct 2022, 10:14 pm
Subject: Oct-21 Certification Result and Feedback!
To: <jeniferindra447@gmail.com>
Cc: <olt_training@fevtutor.com>

Hi Jennifer Pisonasir_60378,
Congratulations on clearing the certification process and you have been selected to the Production team. Please refer to your training scores and the comments on your certification session below and keep on improving your Tutoring Skills.

HR will contact you within a day or two to complete the system auditing and documentation process. Then you'll be on boarded to production as early as possible. You don't have any training from tomorrow onwards. Good luck!

Feel free to contact us if you need any further assistance.
Process Assessments & Projects: 68.33%
Content Assessments & Projects: 38.75%
Language Assessments & Projects: 66.61%
Comments on Intervention Session: The Tutor followed the process correctly. The Tutor is advised to work on framing better scripts and CFUs.
Regards
Training Team
Focus Edumatics
Jenifer Indra <jeniferindra447@gmail.com>
Wed, Apr 26, 12:00 AM
to me
Displaying Alumni Destination Survey.csv.

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SINDHIYA PLASTIC INDUSTRIES
Manufacturer of Plastic Furniture & Houseware

No. 206/1, Theethipalayam Road,
Theethipalayam (PO),Coimbatore - 641010.
TAMILNADU, INDIA.
GST No: GSTIN/UIN 33BZKPS2521Q1ZV.

Phone: 0422 2604789
Enquiry: 822 00 00 111
E-Mail: info@surprise.co.in
Web: www.surprise.co.in

Surprise
FURNITURE & HOUSEWARE
AN ISO 9001 : 2015 CERTIFIED

Mr. Kabilesh S
Vannamadai,
Chittur,
Palakkad – 678555.

Date: 07.05.2023

LETTER OF APPOINTMENT

Dear Mr. Kabilesh S,

We are pleased to offer you the position of **HR Generalist** at Sindhiya Plastic Industries, starting from 07.05.2023, with an annual salary **of Rs 3,12,000 (Three Lakhs Twelve Thousand only)**. Following the completion of joining formalities and induction, you will report directly to the HR Head/CEO.

You will be under probation for an initial period of 3 months from the date of joining, extendable up to 3 months at the discretion of the management. Upon satisfactory completion of the probation, you will be eligible for annual bonuses, allowances, incentives, etc., as well as deductions such as ESI, PF, Prof. tax, etc., in accordance with the organization's rules.

If the probation is not deemed satisfactory, it will end with the issuance of a training certificate for the said period. Factory accommodation, if required, will be charged at Rs. 1500 per month on a group-sharing basis.

In the event of your voluntary resignation, a one-month notice period is required, during which you must hand over your duties satisfactorily. Additionally, you are prohibited from joining any competitor's organizations in the same industry for a period of 6 months from the date of your exit. If the organization decides to terminate your employment, a one-month notice will be provided in advance. No notice will be given in cases of dismissal due to misconduct or the provision of false information in your application or certificates.

You are expected to dedicate your full time and attention to the organization's promotion and benefit. Maintaining the utmost secrecy of all information related to the organization's business is essential. Adherence to all rules and regulations of the organization is mandatory, and any disputes are subject to the jurisdiction of Coimbatore.

Best wishes to you.

For Surprise Group,

SINDHIYA PLASTIC INDUSTRIES CBE-10

[Authorized Signatory]

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July 29, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KANNAN ILAMURUGAN,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program.** You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

PRINCIPAL
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Thoppampatti, POLLACHI - 642 107.

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-.**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	**15000**	**488**	**15,488/- (*)**
Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

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In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

4. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is

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organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

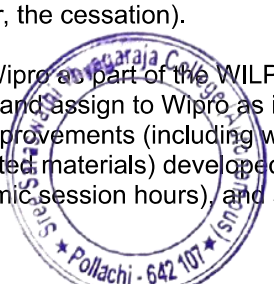
iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

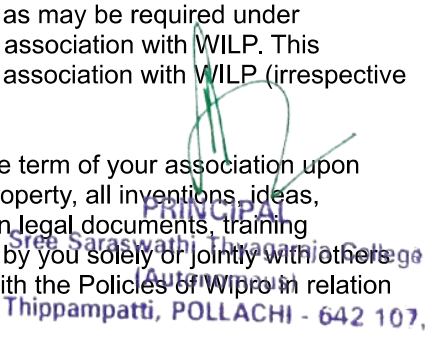
iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.





During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. CONFIDENTIALITY:

i. 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 enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, 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.

11. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro’s right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

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14. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

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

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

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Thippampatti, POLLACHI - 642 107.

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I KANNAN ILAMURUGAN, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

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Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ **Signature** KANNAN ILAMURUGAN 29/7/2021 8:20 AM

(checking the checkbox above is equivalent to a handwritten signature)

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(Autonomous)
Thippampatti, POLLACHI - 642 107,

Limited

Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

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Thippampatti, POLLACHI - 642 107.

CareerNet CONSULTING

Letter of Offer

03rd November 2021

Karthika T
6/71, Govindanur, Puravipalayam (post),
Pollachi, Tamil Nadu- 642110

RE: Letter of offer of employment

Dear Ms. Karthika T,

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 **22nd November 2021.** Your yearly TCTC on joining CareerNet Technologies Pvt. Ltd. is **Rs.3,00,000/-.** 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 Chennai 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.

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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.

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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 subsequent 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.

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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 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.

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Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We look forward to your joining CareerNet Technologies Pvt. Ltd. for a long and successful association.

Regards,

Kavitha S
Vice President -HR

I hereby agree to and accept the terms of employment offer and shall report for duty on the _____

Signature

Karthika T
Date:

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CareerNet CONSULTING

Annexure 1

Name: Karthika T

Salary Components	Monthly	Yearly
Basic (A)	15,100	1,81,200
HRA	4,226	50,711
Gross Salary (B)	19,326	2,31,911
Statutory Bonus (C)	820	9,840
ESI - Employer	628	7,537
Gratuity	726	8,712
Total Retirement Benefits & Employee Benefits (F)	1,354	16,249
Cost To Company (CTC) (B+C+F)	21,500	2,58,000
Cafeteria	1,500	18,000
Employee Welfare (including Personal Accident Insurance & Group Medical Insurance)	2,000	24,000
Total Benefits (H)	3,500	42,000
Total Cost To Company (TCTC) (B+C+F+H)	25,000	3,00,000
ESI - Employee	145	1,739
PT	200	2,400
Total Deferred Benefits / Deductions (G)*	345	4,139
Net Salary (B- G)	18,981	2,27,772
Income Tax Applicable As per Government Regulations		

- *Your Gross Salary will be reduced by this amount.
- Statutory bonus is as per bonus act.
- Onsite employees will be eligible for monthly onsite allowance as applicable.
- Employee welfare is the amount which company spends on employee recreation and welfare.
- Please note you will be eligible for your first salary appraisal hike after a year.
- Employee will be eligible for Term Life Insurance Self (Rs.7.5 Lacs) and Personal Medical Insurance Self (Rs. 2 Lacs) cover. Employee name will be added in the insurance policy after 45 days from the date of joining.
- Cafeteria Subsidy is the amount that the company spends on employee's food (Lunch and Snacks)
- CTC- Annual Cost to Company

Deductions
There will be deductions in the salary as per the Government regulations.

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APPOINTMENT LETTER

14 November, 2022

Dear **Krishnaprasath R,**

It is our pleasure to appoint you as **Analyst** in Wipro Limited at **IN-TN-Chennai** ("Company" or "Wipro"), in **Digital Operations & Platforms** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

1. Your date of appointment is effective from the date of joining which is **21 November, 2022**, unless otherwise communicated in writing by the Company. It is understood that your date of joining Wipro Limited, will not be later than **21 November, 2022** failing which this offer will automatically stand revoked without any further notice.
2. You will join as a confirmed employee.
3. The retirement age is 58 years.
4. You are liable to be transferred in such capacity to any location, department,function, establishment, or branch of Wipro or its affiliate company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
5. We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.
6. This offer of appointment is subject to your successful completion of all educational curricular requirements as laid down by the university/ institution for award of the degree/ diploma and the requirements, including aggregate, specified by Wipro for your role and verification of the same by the Company.
7. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

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2. COMPENSATION:

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1. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs. 160000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be entitled to a Variable Pay, which will be payable quarterly basis the performance parameters listed in the Variable Pay policy for your Career Group (as mentioned in the Annexure I).
3. You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
4. Your salary will be reviewed periodically as per Wipro policy at the sole discretion of the Company.
5. Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

3. OTHER BENEFITS:

1. Leave, holidays and working hours as applicable to your category of employees and location of posting.
2. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
3. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.
4. You will be provided with a Comprehensive Medical and will also be covered under the Group Personal Accident Insurance, while on Company business.
5. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
6. The Company will reimburse you for reasonable travel and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.
7. You shall be eligible to claim relocation benefits in accordance with the company policy. However, in case your employment comes to an end before completion of a period of 6 months from the date of joining, for any reason whatsoever, including resignation or termination, you shall be liable to pay back to the company the entire sum that has been claimed as joining & relocation benefits.The Company reserves the right to avail of any and all remedies to collect unpaid amounts from you, including deducting all amounts due from your monthly salary, benefits, wages, separation pay and all amounts due to you from the Company.

4. RESPONSIBILITIES

1. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.

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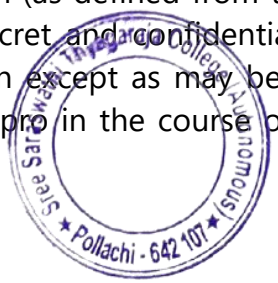
2. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
3. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these 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 employees from time to time whereupon you will be required to comply with the same.
4. Consistent with (c) above, 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 employment, shall immediately be brought to the notice of your Business Unit Head.

5. CONFLICT OF INTEREST

1. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
2. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
3. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
    1. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
    2. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
    3. Any existing employee to become associated with, or perform services of any type for any third party.
4. In case of any conflict or doubt, please discuss the matter with your BusinessUnit Head, to understand Wipro's position on this and resolve the conflict.

6. CONFIDENTIALITY

1. In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) 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 in the course of your employment. This covenant shall



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endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).

2. In your work for Wipro, you will be expected not to use or disclose any Confidential Information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or noncompete agreements that would prevent you from working without limitation for Wipro.
3. During the normal course of business, it may be imperative to record / monitor all calls/transactions made by you in order to asses quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
4. You shall therefore regard and preserve as Confidential Information, all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
5. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
6. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
7. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
8. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
9. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

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10. You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment 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) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.

8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

9. GENERAL

1. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
2. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
3. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
4. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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5. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

10. DECLARATION OF NATIONALITY

You are required to declare your nationality to your recruiter immediately as non-Indian passport/OCI/POI holders are governed by different guidelines as per the Employees' Provident Fund Organization**.** The Provident fund computation differs for employees holding a non-Indian passport. In absence of any declaration, nationality will be deemed as Indian. Any discrepancy highlighted in nationality post joining and requiring change in provident fund computation will be considered for modification prospectively. Wipro will not be responsible for retrospective liability. Kindly update and validate your nationality in myWipro post your onboarding.

11. WORK ALLOCATION

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments at any of the Wipro or Wipro's client locations based on project/assignment's requirement as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your employment or other disciplinary action.

12. NOTICE PERIOD

1. Your employment with the Company shall be terminable, without reasons, by either party giving three-months notice .The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement ,the company reserves the right to terminate your employment in accordance with the bench policy.

13. ON SEPARATION

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On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Best regards,
For Wipro Limited

Sandesh Kumar
General Manager - Talent Acquisition

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I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on **21 November, 2022**.

Name: Krishnaprasath R

Signature: E-Signature Signature

Date: E-Signature Date

Place: IN-TN-Chennai

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ANNEXURE I

Name **Krishnaprasath R**
Designation **Analyst**
Date Of Joining **21 November, 2022**
Level **B1**
Annual CTC(Rs.) **400000**

Components	Figures (in INR PER ANNUM)
BASIC	160000
HOUSE RENT ALLOWANCE	80000
BONUS	32000
WIPRO BENEFITS PLAN	78704
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	21600
GRATUITY	7696
VARIABLE PAY	20000
TARGET COST TO COMPANY (PER ANNUM)	400000

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ANNEXURE II

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

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ANNEXURE III

You may be entitled to Shift Bonus as per applicable policies. The Shift Bonus shall be subject to applicable taxes.

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ANNEXURE - IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Krishnaprasath R**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.
I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: Krishnaprasath R

Signature: E-Signature Signature

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ANNEXURE V

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I **Krishnaprasath R** hereby, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Krishnaprasath R

Signature: E-Signature Signature

Date: E-Signature Date

Place: IN-TN-Chennai

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Signed by Krishnaprasath R | krishragunath222@gmail.com | 14-11-2022 04:51:36 PM IST | 106.217.3.248

Joining & Relocation Entitlements

Name - Krishnaprasath R
ICIMS System ID - 25599502

1. Purpose and Definitions

The policy is aimed at ensuring smooth transition for an incoming employee on account of joining and relocation.

Term	**Definition**
Joining location	Location where you report for induction
Training location	Location where you undergo initial training
Posting location	Location where you are based out of after training
Family	Spouse and two dependent children
Actuals	Relevant and reasonable expenses against bills

2. Entitlements for Career Band AA to E

The entitlements and benefits applicable to you during joining and relocation are as mentioned below:

Eligibility	**Career Group AA – B3**	**Career Group C1 - C2**	**Career Group D1 - D2**	**Career Group E**
Lodging & Boarding Limits	7 days	10 days	14 days	Actuals
Max limit for lodging (applicable for other than stay at Company Guest House)	INR 2000 per day for joining in Class A cities	INR 4000 per day for joining in Class A cities	INR 5500 per day for joining in Class A cities	Actuals

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Food & Intracity travel limit *Class A cities: Mumbai/Delhi/Kolkata/Bangalore/Pune/Hyderabad/Chennai*	INR 350 per person per day	& INR 1500 per day for other locations INR 550 per person per day	& INR 2500 per day for other locations Actuals	& INR 3200 per day for other locations Actuals

Employee can claim for food and accommodation reimbursement for family also
Packing and Transportation:

- Packing/unpacking of personal household goods
- Transportation of the same by Rail / Road

Packing and transportation costs as well as service vary between service providers. To smoothen the transfer process, Wipro has designated relocation service providers to facilitate the movement of personal household goods including vehicle movement. Employees are advised to use the services of any one of these two service providers only. If an employee uses a service provider other than the two mentioned below – reimbursement will not be made towards the goods movement expenses. This guideline applies to all transfers taking place post January 2018.

Employees can reach out to the service providers by using the below contact details.

Reimbursement will be done at reasonable actuals subject to providing consignor copy / payment receipt.

Service Provider	Contact Details
AGS GLOBAL	Raja Rose : Ph- 9886738605 ,Email: raja.rose@ags-globalsolutions.com Tansir Baba : Ph- 9886116605, Email : tansir.baba@ags-globalsolutions.com Zia Hussain: Ph- 9818072679, Email : zia.husain@ags-globalsolutions.com
	Vishnu : Ph- 9008882056 , Email id– vishnu@fidelisglobal.in

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FIDELIS GLOBAL	Sumeesh : Ph - 9008880894,Email id - sumeesh@fidelisglobal.in Lijeesh Amayatt : ph- 9008880691,Email id- lijeesh@fidelisglobal.in
ROYAL INTERNATIONAL	Nalina : Ph- 9742212399, Email : gijo@royalintl.in Anoop : Ph- 9739250709, Email : anoop@royalintl.in Saneesh : Ph- 9320212399,Email : saneesh@royalintl.in

General Guidelines:

- Any deviation from policy will necessitate approval from the Talent Acquisition Head.
- Travel expenses up to train fare of AC 2Tier or equivalent can be claimed for self and family. Where travel time by rail/road is 14 hrs. & above, economy class air travel with family can be claimed.
- No food/conveyance will be reimbursed for the extended accommodation period.
- If you have to travel to your residence from the place of work before joining Wipro and if the location of work of the previous organization is not the same as place of residence, the travel expenses that can be claimed will be up to a limit of travel from work location of the previous organization to the location of posting in Wipro only. Please refer to below example for more clarity:

➢ Assume that you are joining WIPRO Bangalore from Mumbai which was your previous work location and the cost of travel, (shortest route) is INR 3000/-. Instead of directly traveling to Bangalore, you have travelled to your home town (e.g. Chennai) and from Chennai you have travelled to Bangalore and joined the company. In such situation, you would be reimbursed the travel cost on actual subject to a maximum of INR 3000/-.

- For accommodation booking please refer to myWipro Information India>My Day at work Company Accommodation Guidelines. Accommodation request must be made 7 days in advance before joining. If due to some unavoidable circumstance there is need for extension in company provided accommodation, such request of extension up to 5 days can be approved by supervisor in career group C1 & above. For any extension request beyond initial extension of 5 days, supervisor in career group D1 & above can approve further extension up to 5 days. No extension is allowed beyond this limit. The approval mail for extension request must be

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submitted 72 hours prior to extension start date to facilitate hospitality team to make necessary accommodation arrangements.

- For reimbursing expenses please raise a claim in the Offshore cash claim module, which is available at myWipro□My Financials□Expense claims□Joining expense for expenses incurred in India

- For employees with disability, air fare will be reimbursed irrespective of the distance of travel between cities. Also, air fare for one escort will be reimbursed where employee is severely disabled with the prior approval of TA head.

- The company reserves the right to make any changes to the policy at any time. In the event of an exceptional circumstance in a business situation or when in doubt on the interpretation of the policy, the decision of BU TED Head and/or Talent Acquisition Head would be final and binding

- **The claims along with the supporting bills should be submitted on or before the first month of the subsequent quarter post incurring the expense. Any claim submitted post the timelines will not be accepted.** i.e. the claim documents for the expenses incurred in / travel period of January, February or March should be submitted by April. Similarly, the claim settlement documents for the expenses incurred in / travel period of April, May or June should be submitted by July and so on.
- This clause will be effective April 1, 2017.

RECOVERY IN CASE OF TERMINATION OF EMPLOYMENT

- If the employment of an employee comes to an end before completion of a period of 6 months from the date of joining, on account of any reason whatsoever, including resignation and termination, the employee shall be liable to pay back to the company the entire sum which has been claimed as joining & relocation benefits under this policy.

- In this regard, the employee by virtue of availing the benefits, authorizes the Company or any of its authorized representatives to avail of any and all remedies to collect unpaid amounts from him/her, including deducting all amounts due from their monthly salary, benefits, wages, separation pay and all amounts due to them from the Company.

For any further information or clarification please log a call at http://myhelpline.wipro.com/,please use a keyword to search for the service while logging the service connect ticket.

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BANNARI AMMAN SPINNING MILLS LTD - GARMENTS DIVISION

Factory : SF.No : 293/2, Palladam Hitech Weaving Park, Sukkampalayam Village,
KN Puram Post, Palladam, Tirupur - 641 662.
Phone : 0422-2435555 Fax : 04255-2430233 Email : hrmbannarimills.com
CIN : L17111TZ1989PLC002476 GSTIN : 33AAACB8513A1ZE

BASML/GD/HR/AL/2022/11

18/05/2022

To
KUMAR MOORTHY R
S/D/W/O.RAVEENDRAN
3/223C, RAM NAGAR,
NEAR INDHRA NAGAR JAKKAMMA KOVIL,
CHINNAVEERAMPATTY, THUNGAVI,
TIRUPPUR-642203

Mr. KUMAR MOORTHY R With reference to your application for employment and interview held with you, we are pleased to offer you for an employment in our Garments Division, Factory subject to the terms and conditions as set out herein:

Terms and Conditions

1. Your designation will be **Asst.HR Executive** The details of your salary will be as per **Annexure - A**. Please note that tax will be deducted at source as per the income Tax Act, if applicable.

2. You will be covered under Social security legislation scheme like EPF and Gratuity as per the Act applicable to you

3. You will be based at **Factory, Palladam** and you will report directly to the **HR MANAGER** You are liable to be transferred to another branch, shift, post of or place or to sister or associate, subsidiary company or any other concern whether in existence or which may come into existence hereafter.

4. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the organization.

5. It will be your duty to intimate in writing to the management whenever there is any change of your address.

6. You will be governed by the rules and regulations including the conduct, discipline, and appeal rules, standing orders, administrative orders and any such other rules of the organization that may be in force from time to time.

7. You will perform your duties as per the job description which includes your key responsible areas. You will also perform any other incidental work if and when required and if and when instructed.

8. Your increments/promotion and promotions will depend at the sole discretion of the management depending upon your efficiency, performance, regular attendance, sense of discipline, loyalty and good behaviour and also subject to the prosperity of the organization.

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Phone : 0422-2435555 Fax : 04255-2430233 Email : hrmbannarimills.com
CIN : L17111TZ1989PLC002476 GSTIN : 33AAACB8513A1ZE

9. **Confidential Information:** You shall maintain confidentiality on all the information, data documents and other related matters provided by the organization concerning the affairs to enable you to perform the service. Your obligation to keep such information confidential shall survive even on termination or cancellation of the employment. Accordingly, you shall not take up any other employment or start any venture or help anyone in the business similar to us during the period of employment.

10. **Termination:**
    11.1. This order of probation is for six months and on expiry of your probation period, you will have to get an order of confirmation in writing from the company which will be based on a review of your performance in the last six months for further continuation of your employment.
    11.2. During your probation period based on a review of your performance, company has the option to terminate your services at any time without any notice, any compensation and without assigning any reason.

11. You will automatically retire without any notice on your completing 58 Years.

12. In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having accepted the same and return the same. You are hereby asked to join us within one month from the date of receipt of this offer of appointment and communicate to us your date of joining. You will report to the HR department.

13. While joining you will be required to submit relevant documents and certificates as stated in the Annexure B of HR Department. The same should be submitted within 45 days from your DOJ, the absence of which will entail holding up of your salary.

14. We take this opportunity to welcome you to our company and wish you all the best.

Yours Faithfully,
For Bannari Amman Spinning Mills Ltd - Garments Division

Authorized Signature

DECLARATION

I have read/understood the above terms & conditions and agree to abide by them. I hereby state that I will be joining the company on ...18/05/2022.....

Date: 18/05/2022
Place: Palladam
Signature

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BANNARI AMMAN SPINNING MILLS LIMITED

Garments Division

Annexure to Appointment Letter dt.18/05/2022

AO - 11

Salary Details

S.No	Particulars	Amount (Per Month)
1	Basic	4264
2	DA	3952
3	HRA	2834
4	Conveyance Allowance	1950
5	Utility	0
6	Spl.Allowance	0
Total		**13000**

(Rupees Thirteen Thousand Only)

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Cognizant

07-Jun-2021

Dear Mahalakshmi M,
B.Sc., Computer Science
Sree Saraswathi Thiagaraja College (Autonomous)

Candidate ID – 16395430

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-.** This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-.** This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

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3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into https://campus2Cognizant.cognizant.com

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date:**

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Compensation and Benefits

Name: Mahalakshmi M **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		**220,499**
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		**232,499**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**251,999**

As an associate you are also entitled to the following additional benefits:

• Floating Medical Insurance Coverage
• Round the Clock Group Personal Accident Insurance coverage
• Group Term Life Insurance
• Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
• Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

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Provident Fund Wages:

• For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
• Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

• Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
• Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
• ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Mahalakshmi M, 21, residing at _____ (hereinafter referred to as " you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

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Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

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discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s), or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

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and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:
• Misconduct, as provided in Misconduct and Disciplinary Action Policy
• Non-adherence to Associate Deployment Pool Policy
• Violation of Social Media Policy or Conflict of Interest Policy
• Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
• Insubordination or failure to comply with the directions given to you by persons so authorized
• Insolvency or conviction for any offence involving moral turpitude
• Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
• Violation of non-disparagement obligations

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• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Mahalakshmi M**

Sign: _____ Sign: _____

Name: Name:

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Intertek
E-20, Block – B1
Mohan Co-operative
Industrial Area, Mathura Road
New Delhi – 110044, India

Tel +91 11 4159 5460
Fax +91 11 4159 5475
intertek.com

01-Aug-22

Mr.Mahendrabalaji K
No. 1/11 Ganthinagar Rasakkapalayam
Coimbatore Tamil Nadu 642002

Dear **Mahendrabalaji K,**

This has reference to your application and subsequent discussion you had with us. We are pleased to offer you the position of **"Coordinator".**

As discussed, you are requested to report for duty on or before **02-Aug-22.**

Please bring self-attested copy of following documents enabling us to complete the joining formalities:

a. Date of Birth
b. Educational and Professional qualifications
c. Work Experience
d. Income Certificate from previous employer
e. Relieving Letter from previous employer
f. 4 passport sized photographs
g. Copy of Income Tax Permanent Account Number card
h. Copy of Passport
i. Copy of Aadhaar Card
j. Copy of PF Passbook

Kindly confirm the acceptance of this offer by signing the duplicate copy of this letter.

We look forward to welcoming you to the company.

Very truly yours,

for **Intertek India Pvt. Ltd.**

Surabhi Singhal
Deputy General Manager – Human Resources
India & Mauritius

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01-Aug-22

Mr. Mahendrabalaji K
No. 1/11 Ganthinagar Rasakkapalayam
Coimbatore Tamil Nadu 642002

Dear **Mahendrabalaji K**,

We (hereinafter called "Company") have the pleasure in offering you an appointment to the post of **"Coordinator"** in **Intertek India Pvt. Limited,** at **Tirupur** office on the following terms and conditions:

1. During the period of your employment you shall abide by and be governed by policies, procedure, the Service Rules and Regulations of the company and amendments thereto from time to time. You must familiarize yourself with the contents of any such policies, procedures, rules, and regulations along with such changes and amendments made from time to time. The company shall not in any way be responsible for the lapses or ignorance on your part in this behalf.

2. You will be responsible for managing the **Business Assurance Business Line** in India. You may also be assigned any related or other duties by the Company from time to time. In this regard, you would be functionally reporting to **Head - Textile Exchange.** Irrespective of your reporting to **Mini Sharma** functionally, your term of employment shall always remain under direct control and supervision of the Company only.

3. Your reporting lines may undergo change from time to time as advised to you by the Company further whereas your operating location can also be changed at the discretion of the Company, as and when required, to any place in India or abroad. However, the conditions of the services and your emoluments will not be adversely affected by such transfer. You may also be required to work for any other group, associated and/ or subsidiary establishment of the company in which Intertek may be having any interest whether existing or which may be set up in future at the sole discretion of Intertek along with your present duties, on deputation and/ or on secondment. You shall carry out your duties faithfully and diligently and follow instructions and orders given to you by or on behalf of the company or by any officer having the authority to issue such instructions and orders in relation to your duties and employment.

4. You shall be employed solely by **Intertek India Pvt. Ltd.** on a full-time basis and, as such, at no time during service with Intertek, you would be allowed to engage yourself directly or indirectly either full time or part time in any activity with any other Organization or Business of any nature, which could be construed, as conflict of interest.

5. During the employment, you will not engage in any activity or investment either directly or indirectly that conflicts with Intertek's interest, occupies his attention so as to interfere with the proper and efficient performance of responsibilities or interfere with the independent exercise of his judgment in Intertek's best interests.

6. You will be remunerated at an annual overall cost of **INR 263112/- per annum (Rupees Two Lakh Sixty Three Thousand One Hundred and Twelve Only)**. The details and bifurcation of the same are as set out in Annexure I hereof. The Company is entitled to deduct from the remuneration, income tax, provident fund and other taxes and levies which it is liable to deduct at source as applicable per law. You will not be entitled to any other benefits apart from those as set out in Annexure I.

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7. The Company requires highest standard of performance of duties and general conduct from its employee. Hence during the employment, you are expected to adhere to the following highest standards of performance and general conduct:-

   a. To carry yourself in the manner that reflects high prestige and image of the Company.
   b. To perform your duties in a competent, professional and co-operative manner.
   c. To ensure strict adherence to Company's SOP and various statutory compliances in your area of operation.
   d. To promptly disclose to the Company and / or your immediate senior in the management any information which come to into your possession which may adversely affect the Company.
   e. To keep the Company and your immediate senior fully informed of your activities concerning your job and to provide such information and explanations that are requested from you by the Company from time to time.

   The Company may issue policies, procedure, and rules on the conduct that it expects from its employees and may amend or replace them from time to time. In the event of any breach hereof, the Company reserves the right to terminate the employment with immediate effect or to take action which the Company may deem fit as per the Company's policy.

8. You will be on probation for a period of Six (6) months from the date of joining and unless confirmed in writing, your employment shall be deemed to be on extended probation.

9. During probation period, the company can terminate your services without assigning any reason by giving sixty (60) days prior notice in writing or wages in lieu thereof. In the event you desire to leave the employment of the company, you shall be required to serve sixty (60) days prior notice in writing.
10. On confirmation, the company can terminate your services without assigning any reason by giving three (3) month's prior notice in writing or wages in lieu thereof. In the event you desire to leave the employment of the company, you shall be required to serve six (3) month's prior notice in writing or wages in lieu thereof subject to mutual agreement.

11. You will be entitled to avail 21 days Privilege Leave, 6 days Sick Leave and 5 days Casual Leave on pro rata basis in a calendar year as per the leave policy of the company.

12. Notwithstanding contained hereinabove, the Company shall have right to terminate your services without furnishing any notice in the event of:

    a. Conviction in a court of law, or entering a plea of guilty or no contest to, any felony or other crime involving acts of moral turpitude, fraud or misrepresentation;
    b. Dishonesty involving or directly affecting the Company and / or its associate firms and companies;
    c. Any willful or intentional act having the effect or likely to have the effect of injuring the reputation, business or business relationship of the Company and/or its associate firms, subsidiaries and Group Companies;
    d. Holding guilty, under an enquiry, against the charges of misconduct, fraud, misrepresentation, or other offence involving acts of moral turpitude.

13. For a period of 12 months following the termination of your employment contract for any reason, you shall not in any capacity, directly or indirectly advise, consult, render or perform services to or for any person or entity which is engaged in a business competitive to that of Intertek within any geographical locations in the South Asia Region. You also undertake to the company that you will not solicit or encourage any employee of the Intertek Group to leave the company or to take up employment with third party.

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14. In order to protect the Company's legitimate business interests, including its interests in the Proprietary Information, its substantial and near permanent relationships with Clients, and its Client goodwill, the employee agrees that during his employment with the Company, and continuing for two (02) years after the date of employment with the Company ends for any reason (including but not limited to voluntary termination by the employee or involuntary termination by the Company), you shall not, in any capacity ,either directly or through others, and either for own benefit or for the benefit of a third party:
    a. solicit, induce, encourage, or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company to terminate his or her relationship with the Company or to work in any capacity for any person or entity other than the Company.
    b. solicit the business of any Client (other than on behalf of the Company).
    c. solicit, while the employee is in the employment of the Company, employment with any Client and/or Competitor.
    d. Induce, encourage, or participate in inducing or encouraging any client of the Company to terminate his or her business relationship with the Company or to outsource his or her job/work order(s) to any person or entity other than the Company.

15. You shall be liable to make good and pay to the Company for any loss, damage and claim caused to the Company its directors, employees, agents, client, contractor, subsidiary, affiliates or Group Companies on account your willful negligence and default in performance of your services or breach of any of the terms and conditions of Clause 12, 13 & 14 mentioned above.

16. During the employment you will have access to Company's confidential and proprietary information, including but not limited to for example; the operating systems used by the Company and maintenance thereof, information or data relating to the creation development, characteristics, implementation and marketing of any Company's service or business operation, including without limitation method of operation, capabilities, details of contacts with customers, consultants, suppliers or employees, customer lists, the identity of customers and prospective customers, products, proposed products, former products, costs, profit margins, business plans, strategies, forecasts, unpublished financial information, budgets, projections, the identity of employees and their expertise and salaries, creations, designs, drawings, inventions, discoveries, improvements, research or development, test results, specifications, formulas, data, know-how, formats, copyrights, trade secrets, software, computer code or files, marketing methods, patents and/or patent applications, policies, plans, personnel, suppliers, competitors, markets or other specialized information or proprietary matters relating to the business of the Company and all other information that has or could have commercial value or other utility in the business in which the Company is engaged or in which it contemplates engaging ("Confidential Information"),

    You acknowledge that the confidential information as described above is of a confidential and secret nature and is valuable to the Company and its customers hence in view of the sensitive nature of business that the 'Company' is dealing you will maintain vendor to vendor strict confidentiality of all confidential information including confidential business information and will not discuss with vendor/business associates/clients/agents or disclose to any third about any matters of commercial nature either pertaining to the Company or vendors/business associates/clients/agents/subsidiaries or Group Companies without due authorization of the Company in writing. The commitment to secrecy shall remain binding upon you even after termination of the employment.

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17. On leaving the Company either by your resignation or on termination of services by the Company you shall settle advances taken by you, submit account for charges incurred on the credit card for business together with declaration that any outstanding on account of credit card shall be reimbursed by you and shall hand over all equipment, instrument, data, blueprints, documents, accessories and other property of the Company including the credit card, if issued, to the Company.

18. This contract shall be governed by the **Intertek India Pvt. Ltd.** HR policies and procedures and the law of the Country and where a special situation arises regarding the application of this contract, the **Regional Human Resource Director, South Asia** will review the case and settle the matter.

19. The jurisdiction concerning your employment will be exclusively with the courts in Delhi which you undertake to not contest. The appointment shall be governed by and interpreted in accordance with the laws of India. This Agreement and other documents referenced herein sets forth the entire agreement between the employee and the Company concerning the subject matter of this agreement and it cannot be modified, save as expressly stated herein, without an amendment thereto signed by the employee and Intertek. If a court declares any provision void, such provision will be severed from this Agreement, and the remaining provisions shall remain in full force and effect.

20. Being in the Management rolls, your hours of work shall be as required to meet the workload and no overtime payments will be paid to you.

21. Your first salary review will be due in January 2024 depending on your performance and agreed deliverables at the discretion of the management.

22. The company reserves the right to amend, modify, add, or delete any of the above terms as and when it deems necessary.

23. At the commencement of your assignment you will be required to undergo the medical examination at a hospital designated by the company, if required.

24. Upon joining the Company, you shall also sign acceptance to abide by the Intertek **Code of Ethics & Regulatory Policy, Anti Bribery Policy, Zero Tolerance Policy, IT Policy** etc.

We welcome you to join the company and expect you to take up responsibilities at the earliest.

You will be required to join us on or before **02-Aug-22.**

Please indicate your acceptance of this offer by signing a copy in original.

for **Intertek India Pvt. Ltd.**

Surabhi Singhal
Deputy General Manager – Human Resources
India & Mauritius

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Annexure I

Mahendrabalaji K
Coordinator

ANNEXURE	
Components	**Per Annum**
Basic	1,20,192
HRA	98,340
Company's Contribution to Provident Fund	14,424
Statutory Bonus (Payable at Diwali)	24,372
Total Fixed Salary	**2,57,328**
Cost to Company (CTC)	**2,57,328**
Gratuity (Subject to Gratuity Act Provision)	5,784
CTC inclusive of Gratuity	**2,63,112**
Income Tax shall be deducted as per the existing Income Tax Act	

Notes:

1) Medical Hospitalization Insurance for the employee, spouse and two children will be provided as per Group Medical Insurance Scheme of the Company.
2) Accident Insurance for the employee only, will be provided as per Group Personal Accident Insurance Scheme of the Company.
3) Term Life cover for employee only, will be provided as per Group Term Life Insurance Scheme of the Company.
4) Apart from above you will not be entitled to any other benefits.
5) As per the India Labour Code Bill, the above compensation structure may undergo changes. Any changes will be notified at appropriate time.
6) The Company reserves its right and shall be at discretion to modify the above in terms of any policy or decision taken by the board of directors of the Company.

for **Intertek India Pvt. Ltd.**

Surabhi Singhal
Deputy General Manager – Human Resources
India & Mauritius

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August 28th 2023

Employment Offer Letter

Nagasangeetha G
palladam road, pollachi
Chennai India

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of PHP Web Developer in our organization, with effect from August 28th 2023 on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of August 28th 2023

2. Job title

Your job title will be PHP Web Developer and you will report to Mr.Mahesh G Director

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will work from home as freelancer as discussed. You may however be required to work at any place of business which the Company has, or may later acquire.

5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10.00 A.m to 7.00 P.m and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.

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6. Leave/Holidays

You are entitled to casual leave of one days.

You are entitled to 2 working days of paid sick leave.

The Company shall notify a list of declared holidays in the beginning of each year.

7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

10. Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

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You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

10. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

11. Confidential Information

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, 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.

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

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limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office withoutpermission.

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

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

12. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High court of Telangana only.

15. Acceptance of our offer

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Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Mahesh Govind

Director,

28th August 2023

Schedule I - Compensation Details

Salary Structure

Basic Salary	Rs. 1,08,000
House rent allowance	Rs. 36,000
Total	Rs.1,44,000
Conveyance	Not Applicable
Incentives	Rs. 5,000-10,000 per month (depends on performance)

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to , and after, deduction of tax at source in accordance with applicable law.

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Ms. K Nandana
Bangalore

26th June 2021

Offer Letter

Dear Nandana,

Congratulations!!

We are pleased to offer you an Employment with **M/s Pylon Management Consulting Pvt Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

You will be designated as **Management Trainee** and will be based at our Bangalore Office.
Please refer *Annexure A* for the detailed Compensation.

You will be on probation for a period of 3 months from the date of joining. Based on your performance during your probation period, your probation can either be extended or in case of satisfactory performance, you will be issued a confirmation letter as per the Company Policy.
Probation Completion target – 3.5L/Qtr

Looking forward to a long and mutually beneficial career with us

Warm Regards,

(Sudhir Attrish)
Director

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Annexure “A”

Name	**K Nandana**	
Designation	**Management Trainee**	
Location	**Bangalore**	
	Monthly	**Annually**
Basic Salary	8000	96000
HRA	3200	38400
Conveyance	1600	19200
Medical reimbursement	1250	15000
Other Allowances	1950	23400
Gross Salary	**16000**	**192000**
Employer Contribution- PF**	1536	18432
Employer Contribution- ESI***	120	1440
Variable Compensation*	**0**	**0**
Deductions		
Professional tax	200	**2400**
Provident Fund	1536	18432
ESI	120	1440
Total Deductions	**1856**	**22272**

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ENSS/HR/IN-OFF/02-01/2023
10-Jan-2023

Name : Mr. Naveen S

Address: No. 5 / 36, Malakovil Street,
Puravipalayam, Coimbatore,
Pollachi – 642001

Re: Letter of Offer

Dear **Naveen**,

This has reference to the discussions we had with you. We are pleased to offer you the position of "**Trainee – Software Engineer**" in our organization.

Your CTC of **Rs. 3,30,469 per annum (Rupees Three Lakhs Thirty Thousand Four Hundred and Sixty Nine only)** includes PF & Gratuity as per the governing statutory norms

You will be required to undergo a pre-employment medical exam by a doctor appointed by the company and this offer is subject to your being certified medically fit for employment with us.

Your date of Joining will be on or before **19-Jan-2023**. Please note that initially your place of working will be in our DLF office location.

At the time of joining, we would request you to submit two copies of the following documents:

a. Photographs (Five passport size).
b. All educational certificates including mark sheets in full from X onwards.
c. Previous Organizations Experience / Relieving Letter & Pay-slip.(If experienced)
d. Proof of Address & ID (PAN, Aadhar & Passport)
e. Blood group with Medical fitness approved by our authorized hospital.

Please acknowledge the copy of this letter as an acceptance of the above offer.

Please note that a detailed appointment letter shall be issued at the time of joining the company.

Best wishes,

Yours Sincerely,
For Entrust Software & Services Pvt. Ltd.

Authorized Signatory

Accepted the Terms of offer

Naveen S

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OFFER LETTER

To,

Date: 10.09.2022

Mr. D. PERIYASAMY,

9/69, North Street, Manjanaickenpatti,
Manjanaickenpatti(po), Oddanchathiram,
Dindigul, Tamil Nadu-624614
Contact No.:- +91-9360362382
Email: periyasamystc99@gmail.com

Dear Mr. D. Periyasamy,

This has reference to your letter and the personal interview you had with Mr. Nagendra Babu, we are pleased to offer you the post of Territory Sales Executive with the following terms and conditions.

1. Your Head Quarter will be Palladam (Tamil Nadu).
2. You will be reporting to Mr. Nagendra Babu, Sr. BDM.
3. Your Salary will be Rs. 15,000/- (Fifteen Thousand only) per month (Consolidated).
4. Your Daily Allowance will be Rs.100/- per day (On Working Days)
5. Your Mobile Allowance will be Rs.600/- per Quarter (3 Months)
6. Your expenses will be credited upon submitting bills to the head office via courier by 5th of every month along with the filled expenses sheet.
7. Your target of sales will be Rs. 5,00,000/- per month and supplies will be made against payments.
8. You will be on probation for six months, which may be extended at the discretion of the organization. During the probationary period if your work and conduct are found to be satisfactory your services will be confirmed otherwise it may be discontinued with one week prior notice.
9. You will be responsible for:
    - Marketing of our organization products.

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- Payment collection of sales proceeds and remittance of the same to the organization in time.
- Exploring the scope of business from the new areas.
- To keep up the image of the Organization in the market.
- To regularly and periodically visit all the farmers, doctors, dealers, hatcheries, feed manufacturers and others who come under your territory.
- You should send the daily reports and other reports by mail to your reporting authority and copy to vetneedsdailyreport@gmail.com at HO.
- You will be a full time employee of the organization and you shall devote yourself exclusively to the business of the organization. You will not engage in any work similar in nature to that of the organization and or engage yourself anywhere in any work profession of employment in any capacity as part time or full time employee.
- You are expected to maintain high standards of discipline, efficacy and integrity.
- If you want to leave our organization, you should give prior notice of one month to the organization and collect the entire outstanding amount from the market, and then only we will settle your account from the company.
- In case of any dispute or difference with regard to your employment / non employment and terms of employment the registered office of the organization shall be considered as the place where the cause of position shall be deemed to have arisen and the court in Bangalore shall have the exclusive jurisdiction.
- If you accept this offer you should submit the following documents at the time of joining our organization in Bangalore.

a. Copies of your mark sheets and certificates of all educational and professional qualification.
b. Two Passport size photo.
c. Aadhar Card Xerox copy.
d. Pan Card Xerox copy.
e. Bank Account Passbook with signed security cheque.
f. Relieving and resignation acceptance letter from your previous organization where you were employed.

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Please note that your appointment shall be provisional until the above documents are submitted. In the event of not receiving the above documents within a month of your appointment the organization may exercise its right to revoke your appointment as Territory Sales Executive.

With Best Wishes,

Suresh K A
Vet Needs Labs
#1150, 5th Main Road,
A Block, 2nd Stage-Rajajinagar
Bangalore - 560 010.

I accept the above terms and conditions and assure you that I shall honour my commitments through my best efforts.

Signature of the candidate

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CONTROL N

CN TECHNOLOGIES

PUSHPARAJ M

Web Designer

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REMMY Textiles

IDENTITIY CARD

ID No : 20354

Name : RAMAPRIYA.D

Dept. : HRD

Design. : WELFARE OFFICER

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March 13, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear sakthivignesh.s .,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

TERMS & CONDITIONS OF SCHOLARSHIP

1. Profile:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

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2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/- .** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **INR 14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First Year	**15,000**	**488**	**15,488/- (*)**
Second Year	**17,000**	**553**	**17,553/- (*)**
Third Year	**19,000**	**618**	**19,618/- (*)**
Fourth Year	**23,000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

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to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program (“Training Agreement”).

ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/-(Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

6. Project Readiness Program (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro’s - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic Study:

i. You will be enrolled for M.Tech program with a renowned institution (“University”) that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

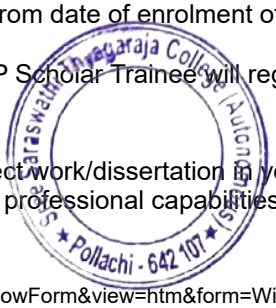
iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work/dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.



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viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.

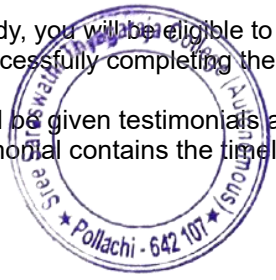
xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.

xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.



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Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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

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others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

i. 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 enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, 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.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro’s rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro’s right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

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15. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

16. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

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

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

19. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

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For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I sakthivignesh.s ., confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

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culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

Travel

i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at hospitality.accommodation@wipro.com and reimburse the same.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : Python Automation Testing

Skill Preferences 2 : SDET

Skill Preferences 3 : CEP-SAP-BASIS

Location Preferences 1 : Coimbatore

Location Preferences 2 : Chennai

Location Preferences 3 : Bangalore

☑ Accept ☐ Decline

☑ **Signature:** sakthivignesh.s . 13/3/2023 11:42 AM
(checking the checkbox above is equivalent to a handwritten signature)

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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

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Private & Confidential **Date : 14/06/2022**

SANDEEP KUMAR SURESHRAM

23/2 3RD RED CROSS, SUBEDARPALYA

YESHWANTPUR, BANGLORE-560022, KARNATAKA -560022

APPOINTMENT LETTER

Dear **SANDEEP KUMAR SURESHRAM ,**

Subsequent to the meetings between **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of **Representative, Operations** in Comp Grade **12**. This would be your Social Job Title and your Job profile , would be **Representative, Operations**. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be **Bangalore** .

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from **17/06/2022** or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on **16/06/2022** failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at **Madhuri.Devi@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate

CNX/REC/ARTIAGHR/AFTE/6.3

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1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

2. Terms and Conditions:

2.1 Valid Passport:

(A) Comp Grade 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within **180** days from your date of joining. Failure to do so may lead to termination of your employment.

In the event that you fail to submit a copy of your passport within **180** days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company.

(B) Comp Grade 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within **90** days from date of joining. Failure to do so may lead to termination of your employment.

However, In the event that you fail to submit the copy of passport within **90** days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company.

2.1.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

a) Require you to undergo another training program; or
b) Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or
c) Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

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Signature of Candidate

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2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.

2.7 The initial period of probation is 365 days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

2.8 During the period of probation, your services may be terminated by either party giving the other **15 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

2.9 After confirmation and thereafter, your services may be terminated at any time by either party giving the other a **30 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the **gross** salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

2.12 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.15 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc. needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

2.16 You fully understand, recognize and agree that the Company has the right to determine and manage the setting and location of your work assignment. You agree to report for work at locations and for accounts identified by the Company, which may change from time to time, and may be at Company's office, temporary office, and client's office

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or in a Work-At-Home (WAH) setting. In a WAH setting, you fully understand and agree that you will be required to install the enhanced secure measure of the Company for WAH, which includes mandatory use of SecureCX, a monitoring software and technology that uses a combination of camera and facial recognition technology to ensure your compliance with security requirement while performing your work. You acknowledge that you are provided with sufficient materials and information on SecureCX. You understand and agree that the above security measures are the only available suitable measures currently available for the specified purposes. Your acceptance of this employment offer shall mean that you agree to i) use SecureCX when you are in WAH, ii) the processing by the Company of the data collected through SecureCX as specified in the materials given to you, and iii) execute the required consent specific for SecureCX. Your failure to undertake the foregoing shall mean a breach of this agreement and will result to the inapplicability of WAH set-up to you and you will be immediately required to work for another account and/or another location identified by the Company, without prejudice to any legal recourse available to the Company. Your failure or refusal to report for work at the location and/or account identified by the Company will be subject to company policies and may result to discontinuance or disciplinary action, including termination of your employment. Any unworked days will be considered unpaid.

2.17 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.18 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.

3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

3.3 Upon separation from the Company, you shall 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.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

5. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

Signature of Candidate

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6. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

7. The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

8. Your continuance in employment is subject to your maintaining clean criminal and financial records.

9. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

11. "Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

It is highly recommended that before you begin your journey with Concentrix, please visit the website www.concentrix.com The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Concentrix, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Authorized Signatory (Please Sign above)

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on 17/06/2022.

Candidate Name : **SANDEEP KUMAR SURESHRAM**

Candidate's Signature : _____

Date : _____

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Government of India
Department of Posts, India

Office of the IP - Udamalpet Sub Division Pollachi

ORDER OF PROVISIONAL ENGAGEMENT

IP/GDSRECTT/2023 dlgs dated at udumalpet the 14.06.23

In response to the notification No. **NOTIFICATION: 17-21/2023-GDS Dated:27.01.2023** Shri/Smt/Ms. **SHANMUGAPRIYA S** son / daughter of Shri **SARADHA AS** whose Date of Birth is **13/01/2001** and who belongs to **EWSNot EWS** category/selected against **EWS** category is hereby engaged as **GDS ABPM,Samarayapatti B.O** in account with under **Komaralingam S.O/Udamalpet H.O** on **PROVISIONAL BASIS** with effect from dated **14/06/23** ~~AN~~/FN in the TRCA scale of **10000** He/she shall be paid such allowances as are admissible from time to time.

2. Shri/Smt/Ms. **SHANMUGAPRIYA S** Son/daughter of Shri **SARADHA AS** should clearly understand that his/her engagement as **GDS ABPM,Samarayapatti B.O** In account with / under **Komaralingam S.O/Udamalpet H.O** shall be in the nature of a contract liable to be terminated by him/her or by the undersigned by notifying the order in writing and that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This ***Provisional Engagement*** is subject to satisfactory verification of the prescribed educational qualification, community certificate and other certificates, wherever prescribed. The candidate will have to undergo satisfactory prescribed Induction Training course and Practical Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper channels. If the verification reveals that the claim of the candidate belonging to Scheduled Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or educational certificates are not genuine or found unfit on Police Verification, his/her

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Engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.

5. The engagement of (Economically Weaker Sections) EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagements will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

6. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification **NOTIFICATION: 17-21/2023-GDS Dated:27.01.2023** ..... As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated aa violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

6.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violate of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct& Engagement) Rules, 2020 requiring removal/dismissal.

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7. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

8. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

9. If any information or documents submitted by the candidates is found false / incorrect at a later stage, his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement) Rules, 2020.

IP - Udamalpet Sub Division
Pollachi
Pollachi

A copy of this memo is issued to:

I. The candidate.....SHANMUGAPRIYA S.....
1A,PALANI YANDI PILLAI STREET ANAIMALAI,ANAIMALAI,COIMBATORE,642104

II. PF of the candidate

III. Postmaster /SPM.....Komaralingam S.O/Udamalpet H.O

IV. Divisional Office.....Udamalpet Sub Division.....for information.

V. The ..... for information.

VI. O/C/Spare

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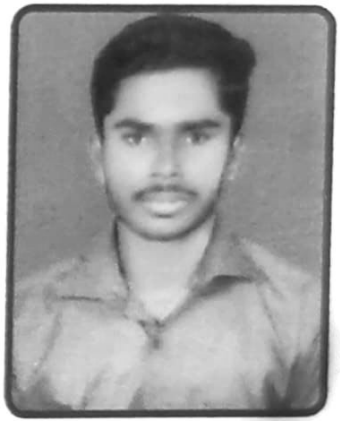
TAMILNADU URBAN HABITAT DEVELOPMENT BOARD

No. 183, Sakthi Nagar 3rd Street, Boyampalayam Pirivu,
TIRUPPUR - 641 602. Ph : 0421 2480847

Employee Code No. : 251020

Name : **SIVAPRAKASH A**

Designation: **CPA**



Executive Engineer

Resident Address :

7/I Supramaniyam Street,
Samarayapatti(po), Madathukulam(tk),
Tiruppur(DT)

Mobile No. : 73589 33161

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Signature of the Holder

HRD/InfosysBPM/1001978975 28-July-2021

Ms. Sowndharya S

4/1002A,Ayyalu Meenatchi Nagar

STRICTLY PRIVATE & CONFIDENTIAL

Dear Sowndharya S,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	**Role**	**:**	**Process Executive**
b)	**Role designation**	**:**	**Process Executive**
c)	**Job Level**	**:**	**2B**
d)	**Date of Joining**	**:**	**29-July-2021**
e)	**Location of Posting**	**:**	**Bangalore**
f)	**Gross Salary per month**	**:**	**Rs. 19798/-**

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

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3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

** The Company reserves the right to initiate background verification (BGV) for all employees.

*** Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

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4. **Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company 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.

5. National Skills Registry

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit www.nationalskillsregistry.com.

6. Relocation benefits

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

7. Transfer/Secondment

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

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During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you **30 calendar day's prior notice or basic and dearness allowance and basket of allowances** in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.
If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. 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 requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

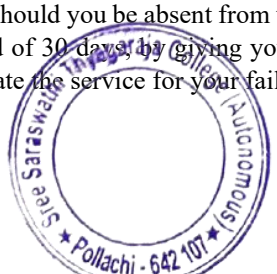
12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.



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You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

14. Other Terms & Conditions

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.
- All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.
- You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.
- You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.
- Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

In token of your acceptance of this offer, kindly sign and return a copy at the earliest to:

Mr. Dependra Mathur
Senior Vice President & Head Human Resource Development – BPM
Infosys BPM Ltd,
Building 48, 4th Floor, Section 1,
Electronic City, Hosur Road,
Bangalore -560100

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

sincerely,

Dependra Mathur
Senior Vice President & Head Human Resource Development – BPM

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 name Location

Please carry this letter with you as you would have to produce the same to the security personnel for entry into the premises of the Company. Also, please carry with you a photo identity card and address proof that you have (Passport, Driving License, Voters ID card etc.) which would have to be produced at the time of joining. Failure to produce the documents as stated in original, this Offer of employment shall deemed to be cancelled and withdrawn and no rights shall arise or enforceable by you under this Letter of Offer.

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_____
Sign your name

APPENDIX 1

COMPENSATION DETAILS	
Name	**Sowndharya S**
Role Designation	**Process Executive**
Job Level	**2B**
Date of Joining	**29-July-2021**
Location of Posting	**Bangalore**

Fixed Components	**Amount in INR per month**
Basic	13371
Fixed Dearness Allowance (FDA)	1100
Basket of Allowances (BOA)*	0
Sub Total 1	**14471**
Statutory Components	
Company Contribution to Provident Fund	1737
Gratuity	696
Bonus	2894
Sub Total 2	**5327**
Gross Salary per month - Sub Total 1+2	**19798**
Total Annual CTC	**237576**

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

Voice Allowance (paid monthly on individual performance and allocation to a voice process)	Rs 2500
Shift Allowance (paid monthly if you are working in night shift)	As applicable

** Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.*

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

.

Offered by:	**Candidate:**	SAP data provided by:	SAP data updated by:
Date: 28-July-2021	Date: _____, 20_____	Date: _____, 20_____	Date: _____, 20_____
_____	_____	_____	_____
Sign your name	Sign your name	Sign your name	Sign your name
Umashankar N	Sowndharya S	_____	_____
_____	_____	Print your name	Print your name
Print your name	Print your name	_____ _____	_____ _____
926577 HRD		Emp No. Dept.. Name	Emp No. Dept.. Name
_____ _____			
Emp No. Dept.. Name			

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_____
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APPENDIX 2

Deductions*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport** (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250** - Rs. 1085**

*The amounts mentioned above are indicative and may vary based on location of posting.
**The above amounts are subject to change.

*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

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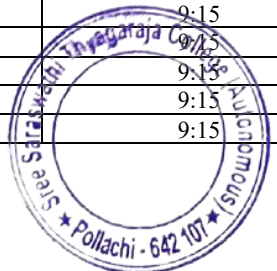
APPENDIX 3

Shift Definition			
In Time	**Total Hours**	**Out Time**	**Shift**
Shift 2 - From 2:30 PM to 5:29 PM			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
Shift 3 - From 5:30 PM – 2:29 AM			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
Shift 4 - From 2:30 AM – 5:30 AM			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
Shift 1 - After 5:31 AM (anytime swipe after 5:31)			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
Shift 1-After 12:30 PM- 2:30 PM			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
Shift 0-After 6:30 AM (any time after 6:30 AM)			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0



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Shift Allowance Payout Scenarios

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

Shift 0:
Refer appendix above for timings, this shift is not eligible for any allowance.

Shift 1:
Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

Shift 2:
Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

Shift 3:
Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

Shift 4:
Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

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APPENDIX 4

ADDENDUM TO EMPLOYMENT LETTER

I, _____ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number _____ effective from_____ Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with InfosysBPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum," Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

i. Tech Mahindra Limited
ii. Genpact Limited
iii. WNS Limited
iv. Tata Consultancy Services Limited
v. Accenture Limited
vi. International Business Machine Corporation
vii. Cognizant Technology Solutions
viii. Wipro Ltd
ix. HCL Limited

Place:

Date:

Employee Signature:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

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PATRA

No. 558/2, 8th Floor, Hanudev Info Park, Udayampalayam Road,
Coimbatore, Tamilnadu – 641028,
(+91422) 4372872 / info@patracorp.com / patracorp.com

Letter of Intent

Date: 26.08.2022

Dear Mr./Ms. A. SOWNTHARIEA

Congratulations!

After thorough evaluation of your candidature during our interview process, we are pleased to inform you that you have been provisionally shortlisted for the position of ***"Process Executive*** TRAINEE" at Patra India, Coimbatore office. Your tentative employment start date would be OCT '22.

You are requested to keep all the documents ready listed in the Annexure to complete onboarding process.

Congratulations and all the best!

For "Patra India BPO Services"

8977939338.

Raghava,
AGM HR (Talent Acquisition)
PATRA
Powering Insurance Process
Leveraging People and Technology

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SREE LAKSHMI APPARELS (P) LTD

UNIT - II

No.27, Dharapuram Road
Negamam - 642 120. Pollachi
Ph : +91 77088 86667

SWETHA

9011

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Authourized Signatory

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

NINJA MEDIA

APPOINTMENT LETTER

16-11-2023

From
Ninja Media Creations
Old No. 808 D, New No 324 D
First Floor, Poonamalle High Road,
Kilpauk Prof, Pinjala Subramaniam St,
Chennai, Tamil Nadu 600010

To,
Mr. Thandeeswaran
No. 66 Shankar Street,
Sadhashivam Nagar,
Guduvanchery, Chennai - 603202

Dear Mr. Thandeeswaran,

We are pleased to extend an offer for the position of Technical Support Engineer at Ninja Media Creations. After careful consideration of your qualifications, experience, and skills, we are confident that you will contribute significantly to our team.

Position: Technical Support Engineer

Department: IT

Reporting to: Mr. Dinesh Kumar & Mr. Dominic Prabhu – Technical Head

Start Date: 16.11.2023

Salary: 2,03,976 - CTC

Benefits: PF and Insurance

Terms and Conditions:

- Your Cost to the Company will be 2,03,976/- CTC per annum (Including PF and other taxes, etc.).
- You will be under probation for 3 months. Evaluation will be done every 3 months.

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NINJA MEDIA

Conclusion:

We are excited about the prospect of you joining our team and believe that your skills and experiences will make a valuable contribution to Ninja Media Creations. We look forward to your positive response.

Name : _____

Signature : _____

Date : _____

Kindly sign a copy of this letter as a token of acceptance and send it to us.

Best Regards

NINJA MEDIA CREATIONS

NINJA MEDIA CREATIONS CHENNAI

AUTHORISED SIGNATORY

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Offer Of Employment

8 messages

Infosys Limited <offers@infosys.com> Thu, 12 Sept, 2019 at 6:43 pm
To: vasanthapv1998@gmail.com <vasanthapv1998@gmail.com>

Dear Vasantha P,

Congratulations!!!

This has reference to your participation in our selection process. We are pleased to extend you an offer of employment as "Operations Executive" in Infosys. Please find attached the offer of employment with your confirmed date of joining. It is mandatory that you carry a print of this, along with the completed service agreement when you join us.

These documents would be considered as original and valid. The instructions to complete the agreement is attached for your reference.

An elaborate communication on the Accommodation and other joining related formalities will follow. Our offer to you as a Operations Executive is conditional upon your having fully completed your graduation, without any active backlog papers and with a simple average not less than what was specified during selection process.

Academic Eligibility Criteria For Joining

Point 1- The academic eligibility criteria for the Role of an Operations Executive has already been communicated to you and your college during the selection process. However to reiterate this, the eligibility criteria stands at Simple average aggregate of 60% throughout Class X, XII & Graduation. This remains the same at the time of joining (with or without your final semester/year results added).

All percentages/CGPA should be simple average of all your subjects/semesters/years including electives, optional subjects, additional subjects, practical subjects, languages etc., No Active backlogs are allowed.

Point 2- In case if you do not meet the above stated eligibility criteria as on the date of joining, you are not eligible to join. Please mail us at offer_extension@infosys.com with your Candidate ID and your Role in the subject line.

Point 3- Your employment will be terminated if there are any backlogs and/or if you fail to meet the required simple average/CGPA including the semesters for which results are awaited, after your joining.

For any changes in your existing profile, please mail us at offer_update@infosys.com. Please mention your Role and Candidate ID in the subject line of your mails.

We look forward to seeing you at Infosys.

Regards,
Team Talent Acquisition
Infosys Ltd.

P.S: Please do not respond to this email id as incoming emails to this account are not monitored

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Ref No: 22855435
10-Aug-2023

Vigneshwaran P

Dear **Vigneshwaran**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Coimbatore**.

Your annual total compensation will be **INR 220,001**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **14-Aug-2023**.

Please note:
?This offer is subject to satisfactory professional reference checks
? This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
?Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Shibu Balakrishnan
AVP ?HR

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date**:

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Compensation and Benefits

Name:	Vigneshwaran P	**Designation:**	Process Executive - Data

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1471.428571	17,657
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5294	63,528
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	468	5,616
	Annual Gross Compensation		**220,001**
	Annual Total Compensation		**220,001**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**239,501**

As an associate you are entitled to the following additional benefits:

?Floating medical insurance coverage
?Round-the-clock group personal accident insurance coverage
?Group term life insurance coverage
?Employees' compensation insurance benefit as per the Employee's Compensation Act
?Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

? From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

?Earned Leave ?18 days
?Sick Leave ?12 days
?Casual Leave ?6 days

?From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
?In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

 # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does

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not include payments made through "Special Payout.

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April ? September and October ?March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

Note:

?Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
? Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement ?Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 10-Aug-2023 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Vigneshwaran P, ____(Age) ,residing at _____
(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

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a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days

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including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account

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or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of three (3) days or as prescribed by

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applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

?Misconduct, as provided in Misconduct and Disciplinary Action Policy
?Non-adherence to Associate Deployment Pool Policy
?Violation of Social Media Policy or Conflict of Interest Policy
? Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
?Insubordination or failure to comply with the directions given to you by persons so authorized
?Insolvency or conviction for any offence involving moral turpitude
? Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
?Violation of non-disparagement obligations
?Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with

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respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Vigneshwaran P**

Shibu Balakrishnan
AVP ?HR

I have read, understood and accept the above-mentioned terms.

Signature: **Date**:

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1POINT1 BUSINESS PROCESS PARTNERS

26th Mar 2021

To,
Yaazhini V M,
Chennai

Appointment Letter

Dear **Yaazhini V M,**

With reference to your application for employment and the interview you had with us subsequently, we are pleased to offer you an appointment with One Point One Solutions Limited ("OPOS" / "company") as Customer Relationship Executive, at our Chennai office with effect from 26th Mar 2021. You will be reporting to Ops manager . Your employment with OPOS will be governed by the following terms and conditions, which were also discussed and agreed during your interview, and the same may be modified from time to time by OPOS in case including, but not limited to, of any changes in the process(s), business(s) and/or location(s) for which you have been appointed.

1. You will be employed with OPOS on an annual CTC of INR 138,000/- and monthly CTC of INR 11,500/-, which is inclusive of all allowances. **The monthly salary would be payable to you only after satisfactory completion of training and certification.** A detailed break-up of your CTC along with the relevant deductions have been mentioned in Annexure-I (CTC Annexure) of this Appointment Letter.

2. The nature of duties and tasks required to be performed by you, during your employment with the company, are provided in detail in Annexure-II of this Appointment Letter. Your duties and/or tasks carry high responsibility and accountability on your part. You shall be required to meet the minimum target as per SLA's in any given month. The said minimum target shall be subject to timely revision by the management of the company, in view of the customers' requirements and business scenario. If you fail to achieve this minimum target, it shall be presumed that you have not worked for the proportionate period and, deductions would be made from your net salary accordingly.

3. You shall not, in any situation whatsoever, refuse to work or not work, as per the instructions of your reporting authority, when you are scheduled or required to work. In case you are found to have refused to work when you were scheduled or required to work, the same would be considered as your unwillingness to serve the company and amount to gross misconduct, for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.

4. You shall also not refuse to perform any other additional duties and/or tasks, as per the instructions of your supervisor and in view of need of the company. In case you refuse to perform any such additional duties and/or tasks, it shall be considered as insubordination on your part and amount to gross misconduct, for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.

Yaazhini V.M.

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September 14, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear AJISH RAHMAN U,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program.** You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

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I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-..** You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal

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timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	**15000**	**488**	**15,488/- (*)**
Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

4. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5

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months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

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xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project

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works carried during this opportunity

7. Conflict of Interest:

i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are

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updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. CONFIDENTIALITY:

i. 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 enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, 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.

11. Posting

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During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and

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university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

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

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

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Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I AJISH RAHMAN U, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification.

b. processing my application form including background verification checks.

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

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INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE” a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro’s WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

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i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☐ **Signature** AJISH RAHMAN U 21/7/2021 12:27 PM
(checking the checkbox above is equivalent to a handwritten signature)

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

20794149

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

rawdata

Job Offer Letter

8th February 2023

Dear Ms Bincy,

We are pleased to appoint you as **"Data Analyst"** in Rawdata Technologies on the following terms and conditions.

Date of Confirmation: Your date of appointment is effective from **13th February 2023**. Your appointment will be governed by the terms and conditions of employment presented in the HR manual that will be circulated soon. You will also be governed by the rules and regulations in vogue and those that may change from time to time.

Compensation: Your total gross salary will be **INR 1,73,988**. Your compensation is highly confidential and if need arises, you may discuss it only with your manager. Your salary structure has been presented in Annexure A. All the statutory deductions, both employee and the employer will be made against the CTC mentioned. Any regulatory changes in labour codes in the future will not change the overall CTC compensation.

Job Responsibilities: The terms of employment have been presented in Annexure B.

Location of Employment: You agree that your services shall be undertaken and performed within such states in India as mandated by the company, and the principal location of your employment shall be, Rawdata Technologies, 2nd Floor, CM Complex Annexe, Kalavath Road, Palarivattom - 682025

Reporting Person: Chacko Cherian

CEO

Rawdata Technologies Pvt.Ltd
2nd Floor, CM Complex Annexe, Kalavathu Road, Palarivattom, Kochi - 682025, India
+ 91 90723 40021| info@rawdatatech.com | www.rawdatatech.com
CIN# : U72200KL2013PTC034508 Connected With Trust Since 2013

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FORM NO.25C

SHRI AJAY KNITTEX LLP

LIC.NO. : ERO02702

DOOR NO. 69, CHATHIRAM PUDHUR, VEPPAMPALAYAM, PERUNDURAI, ERODE - 638 052.

PH.NO. 04294-225426

IDENTITY CARD

Name : KALAIYARASI S

E-Code : 31733

Department : ADMINISTRATION

Designation : ADMIN ASST

D.O.J : 7/4/23

Nature of Employment : PERMANENT

Holder's Sign. : S. Kalaiyarasi

SHRI AJAY KNITTEX L

Perundurai

Authorised Sign.

with Seal

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Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

February 17, 2022

Kirubakaran S

Coimbatore

LETTER OF APPOINTMENT

Dear Kirubakaran**,**

Congratulations! We have pleasure in making an offer to you for the post of ***HC & Insurance Operations Senior Rep. - Coimbatore***. We expect you to join the company on or before ***February 28, 2022*** You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,
Sindhu Palanisamy

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Annexure- 1

Compensation and Benefits			
Name	***Kirubakaran S***		
Designation	***HC & Insurance Operations Senior Rep.***	Grade	***3***
Joining Date	***February 28, 2022***	Location	***Coimbatore***
Fixed Compensation (A)			
Group 1		**Monthly (₹)**	**Annual (₹)**
Basic Salary		₹ ***5667***	₹ ***68000***
Group 2 (Allowances)			
The Flexible Compensation Plan (FCP) includes:		₹ ***7548***	₹ ***90571***
. House Rent Allowance			
. Leave Travel Allowance			
. Children Education Allowance			
. Children Hostel Allowance			
. Professional Development Allowance			
. Meal Pass			
. National Pension Scheme			
. Fuel & Maintenance*			
. Special Allowance			
Group 3 (Retirals)			
^Provident Fund (12% of Basic Salary) Employer's Contribution		₹ ***680***	₹ ***8160***
Gratuity (4.8% of Basic Salary as per the provisions of the payment of Gratuity Act 1972).		₹ ***272***	₹ ***3269***
Total Fixed Compensation (Group 1 +Group 2+Group 3)		₹ ***14167***	₹ ***170000***
Variable Compensation (B)		BIP	
Annual potential discretionary variable incentive**		Min	Maximum
		0%	7%
		-	₹ 11900
Annual earning potential including fixed compensation		₹ ***170000***	₹ ***181900***
Additional Benefits (C)			
Employer Contribution towards Employee Health Insurance (GMC)***		₹ 8000	
Remote working allowance****		₹ 24000	
Annual total benefits Cost		₹ **32000**	
Total Compensation (Maximum cost to the company)		**₹ 213900**	

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^PF contribution: if your basic salary is less than INR 15,000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the Special Allowance will be considered up to the extent of INR 15,000 per month. If your basic salary is INR 15,000 or more, the PF contribution will be calculated on Basic Salary only.

*You can claim Fuel and Maintenance reimbursement as per the government guidelines. This will be derived from the existing Special Allowance component. The reimbursement is applicable only for four wheelers. Unclaimed Allowance will be taxed and paid as Special Allowance.

** You are eligible for the annual discretionary variable incentive pay as per the program ("PEP") in accordance with the terms and conditions of the applicable program assigned to you based on your job and business unit. The annual discretionary variable incentive pay may differ as it will be funded and paid based on the Company's performance and individual performance and subject to the terms and conditions of the program applicable at that time. The annual discretionary variable incentive pay stated above may be withdrawn, changed or modified by the Company at its sole discretion, from time to time and will be notified to you as per the Company policy.

***There is no reimbursement of amount as this is a benefit provided by the Company to its employees and the premium payable towards the insurance will be borne by the Company which is subject to change year on year .Benefits under this Insurance Policy will be as per the rules of the insurance company

****This is applicable only for employees up to grade 11 where Company at its sole discretion allows or requires certain employees to work remotely on a formal basis and if the position is conducive to such an arrangement.". Please note that only your total fixed compensation will be visible in our internal navigator system and the variable/additional benefits will be as per the company policy/program.

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Medical and Insurance Benefits
Hospitalization Insurance You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of **Rs.3,50,000**.
Personal Accident Insurance You are covered under the **Personal Accident Insurance** for self as per Company policy.
Group Life Insurance Scheme You are covered under the **Group Life Insurance** for self as per Company policy.
Other Benefits
Discretionary Advance against Salary On confirmation, you will be eligible for discretionary salary advance up to a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.
House Deposit Advance You are eligible for house deposit / advance up to a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.
Salary Advance On confirmation, you will be eligible for salary advance up to a maximum of one (1) month gross salary for taking care of any personal emergencies for self, as per Company policy.

The benefits stated above may be withdrawn, changed or modified by the Management at its sole discretion, from time to time and will be notified to you as per the Company policy. The eligibility shown is as per current policy and is subject to change from time-to-time as per the Company policy

The above is subject to the policies of the Company, as applicable from time to time.

Yours sincerely,

FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:
Lakshmi Balaji
35D7E0097CCB485...

LAKSHMI BALAJI

ASSOCIATE DIRECTOR – TALENT ACQUISITION

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Annexure – 2

Other TERMS AND CONDITIONS OF EMPLOYMENT

- Your total compensation and benefits will be as per the enclosure. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you. The compensation is at a cost to company basis.

- You will be on probation during the first six (6) months of your joining the Company. You would be confirmed in the services of the Company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period might be extended as per the discretion of the Management

- Training: The Company may also send you to a location of its choice for occupancy or to any location abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of the company sending you abroad for specific skills training, you will be required to repay to the Company, all the costs paid to you or incurred on your behalf for this training.

- Your employment is contingent on the successful completion of mandatory training as per the Company's parameters and requirements as communicated to you.

- Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.

- Transfer to Other Locations: Your services may be transferred to any one four Associate/Group companies or Units in India or Overseas to carry out any assignment arising out of the Company's business including transfers to any of its offices (or locations of its customers) in India or abroad on terms and conditions as applicable to such transfers. If this results in a change of your service conditions, the Company will issue you a prior communication of the same.

- During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company.

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Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.

- You agree and represent to the Company that you are not subject to any other existing contract, which would affect or impede your ability to perform in accordance with this letter.

- This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services, however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

- The Company, at its discretion can waive the applicable notice and relieve you immediately upon paying you the base salary in lieu of the said notice period or can ask you to continue in service during the period of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however, terminate your services without any notice or compensation in the event of:

    - Your remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.

    - Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

    - Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

    - Any breach or refusal to carry out your duties or responsibilities or refusal to carry out tasks assigned to you by those in authority.

    - Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.

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- It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu thereof, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.

- Upon joining the Company, you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts of the same.

- You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.

- The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.

- You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.

- This appointment is subject to:

    - You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.

    - The Company receiving satisfactory reports from all references cited in your application.

    - The Company receiving satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to appoint an agency of its choice to conduct such verification). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment

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- The Company has a Zero Tolerance policy towards unethical behavior:
    - If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
    - Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
    - At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's policy effective 1st September 2020. In such cases the employees are expected to have a suitable remote work area.
- The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.
- You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:
    - Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
    - Solicit or accept any business from any person, firm or corporation that is prospective customer of the Company with whom you had any dealings on the Company's behalf during the term of your employment with the Company.
    - Communicate with any customers of the Company or communicate with any employee of the Company with the effect of enticing or attempting to entice any employee away from the Company.
- Any delay or nonperformance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:

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- Any event which is caused by the negligence or is intentional of any party to this letter.
- Insufficiency of funds.
- The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.
- When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.
- In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.

- The Company will collect and process certain personal information in relation to your employment with the Company. You hereby acknowledge and consent to the collection, use, storage and processing of your personal information, including Sensitive Information, for the purpose of administering your employment with the Company, including for the purposes of administering employment related benefits, maintaining employee records, and conducting background verification and performance reviews. You also agree and consent to the transfer or disclosure of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers. You acknowledge and accept that these recipients may be located within or outside of India, in a country which may have different data privacy laws applicable. The term 'Sensitive Information' means and includes such personal information that relates to your passwords, physical, physiological or mental health condition, sexual orientation, medical records, financial information and biometric information. You hereby consent to the processing of your personal information in the manner described above, whether by the Company or any service provider on behalf of the Company."

- You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.

- You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.

- You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your workplace. While on overseas deputation, as a representative of the Company, it is your moral

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responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.

- If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.
- You are required to join the Company on or before your start date failing which, the Company at its sole discretion reserves the right to revoke the offer made to you.
- You shall retire on the attainment of sixty-two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.
- You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to try and adjudicate upon any matter concerning this agreement.
- Any change in the above address of either you or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.
- If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

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IndusInd Marketing and Financial Services Pvt. Ltd.

Corporate Office : Old No. 19, New No. 39, Room No. 1&2, Sun Plaza, First Floor, G.N. Chetty Road, Chennai - 600 006. India.
Registered Office : Old No. 115 / 116, New No. 34, G.N. Chetty Road, T. Nagar, Chennai - 600 017. India.
Tel No : +91 44 28153901 / 02 / 03 / 04 **CIN : U67190TN2002PTC048590**

February 28, 2022

Ref. No: A029556

Mr. KARTHIKEYAN MUTHUSAMY
NO 13A, BOOMPUGAR
NAGAR HARVEY ROAD
TIRUPPUR
TIRUPPUR NORTH
TAMIL NADU - 641602
Phone: 9894806249

Dear **KARTHIKEYAN MUTHUSAMY,**
SANKAR S

Letter of Offer

This has reference to your interview with us for a sutable opening in the IndusInd Marketing and Financial Services Pvt. Ltd. We are pleased to make you an offer as **EXECUTIVE COLLECTION (TIRUPPUR_PV)** at our **TIRUPPUR_PV, TAMILNADU_SOUTH** on the utually agreed terms and conditions and the emoluments as discussed. You are requested to report for duties on or before **March 28, 2022.**

This Offer is being made subject to:

Ÿ Your being found medically fit for the job

Ÿ Verification of your testimonials in support of Age, Educational and professional Qualification, Experience, ect.

Ÿ Reference check

Kindly let us have your acceptance to this offer by signing the duplicate copy of this letter and forwarding the same to us.

The formal appointment letter will be issued subsequently on your joining at IndusInd Marketing and Financial Services Pvt. Ltd. on completion of joining formalities.

Thanking you

Yours truly,
For **IndusInd Marketing and Financial Services Pvt. Ltd.**

SRINIVAS V S
Asst. Vice President - Human Resources

Offer Authorized By: S M ANANDARAJ

Offer Generated By: S M ANANDARAJ

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Registered Office : Old No. 115 / 116, New No. 34, G.N. Chetty Road, T. Nagar, Chennai - 600 017. India.
Tel No : +91 44 28153901 / 02 / 03 / 04 **CIN : U67190TN2002PTC048590**

Annexure **AD02556 KARTHIKEYAN MUTHUSAMY**

Location	:	TIRUPPUR_PV	**Segment**	:	BG
Grade	:	E2	**Department**	:	PV
Product	:	C	**Function Code**	:	PV-C

Annual Guaranteed Cash (AGC)			
Monthly Emoluments		**Rupees(Per Month)**	**Rupees(Per Annum)**
Basic		4900.00	58800.00
Dearness Allowance		3500.00	42000.00
House Rent Allowance		4900.00	58800.00
Statutory Bonus		700.00	8400.00
	Sub - Total	**14000.00**	**168000.00**
Annual Emoluments			
Medical Reimbursement		408.00	4896.00
	Sub - Total	**408.00**	**4896.00**
Retirals			
Pf(12%) Of Basic + DA		1008.00	12096.00
	Sub - Total	**1008.00**	**12096.00**
		15416.00	**184992.00**

Note:

- Performance Incentives would be as per Company Scheme.
- Employee covered under Performance Incentive Scheme would be eligible for Performance Incentive only if he/she is an active employee and not serving resignation notice as on date of disbursement of performance Incentive.
- This clause will only applies to employees on Business and Collection rolls.

Thanking You

Yours truly,
For **Indusind Marketing and Financial Services Pvt. Ltd.**

SRINIVAS V.S
Asst. Vice President - Human Resources

Candidate Offer Acceptance

Name : KARTHIKEYAN M
Date : 2/03/2022
Signature :

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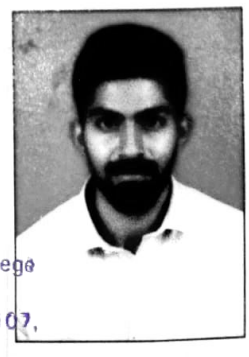

July 29, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KANNAN ILAMURUGAN,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program.** You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

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(Autonomous)
Thiruppachur, POLLACHI - 642 107.

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering institution / University** upon successful completion of

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-.**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.

ii. Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	**15000**	**488**	**15,488/- (*)**
Second year	**17000**	**553**	**17,553/- (*)**
Third year	**19000**	**618**	**19,618/- (*)**
Fourth year	**23000**	**0**	**23,000/- (*)**

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

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In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

4. Training Agreement:

i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").

ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.

iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

iv. You will not be able to change Specialization track after enrolment.

v. Overall program duration is 4 years from date of enrolment of academic program.

vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is

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organized.

x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm

xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.

xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.

xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.

xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy

ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

   b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

   c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.

   d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.

iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.

vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

Sri Vasavi Nilayaraja College
Pollachi - 642 107

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. CONFIDENTIALITY:

i. 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 enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, 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.

11. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled , without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

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14. Study Hours:

i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.

v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

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

iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I KANNAN ILAMURUGAN, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

a. validating my application form and retaining records on the same for any future reference/verification;

b. processing my application form including background verification checks;

c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

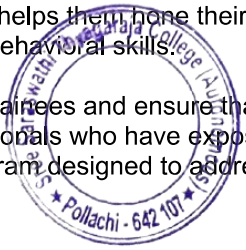
ANNEXURE – III

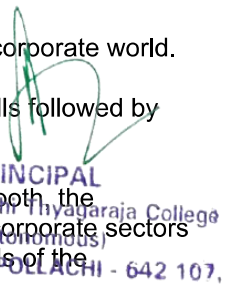
INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.





Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

    Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☑ **Signature** KANNAN ILAMURUGAN 29/7/2021 8:20 AM
(checking the checkbox above is equivalent to a handwritten signature)

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

Limited

Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

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Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

JARIKART

PVT. LTD.

Manikandan

Employee ID: JKM13293

Deputed to:

Instakart Services Private Limited

Authorized Signature:

Sree Saraswathi Thyagaraja College Autonomous ★ Pollachi - 642 107 ★

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

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Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20223661632/Chennai/BPS/BTN
Date:06/12/2022

Dear Mr. Shankar Vanaraj,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring 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 Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

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

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

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.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
6th 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): L22210MH1995PLC084781

Mobile View | Thumbnail | Projection | Edit | Print

Sree Saraswathi Thyagaraja College (Autonomous) ★Pollachi - 642 107★

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

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Nov 17 2022 **HR/BP/HC_APP797178**

Mr. Bharathkumar P
No 11, Gounder layout, Rajarathinam Street, Manikarampalayam,
Ganapathy (po),
Coimbatore,641006

Letter of Appointment

Dear Bharathkumar,

1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure–II.

2.0 **Date of Appointment:** Your effective date of Appointment will be on or before **Nov 18 2022**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on Sagility India Private Limited.

3.0 **Posting & Reporting**: Your posting in the normal course will be **Coimbatore** and you will report to the respective Business and/or Functional Head.

4.0 **Documentation:** You are required to furnish the following at the time of joining duty–

4.1 Proof of age;
4.2 Certificates supplementing your SSLC (10th Standard) and highest educational / professional Qualification attainments;
4.3 Appointment & Relieving letter of your previous employer, as applicable;
4.4 8 (eight) passport sized photographs;
4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
4.6 Photocopy of Passport, if available.
4.7 Photocopy of your Aadhaar Card with number
4.8 PF No. / UAN (Universal Account Number) of previous employment.
4.9 ESIC Number of previous employment.
4.10 Any other documents as may be required by the Company.

5.0 **Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure – I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

DocuSigned by:
Sooraj Janardhanan
543156040157 4AB...

Sooraj Janardhanan
Signatory user
Sagility India Private Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

DocuSigned by:
BC76DAA303254CB...

Signature: _____
Bharathkumar P
Name: _____
11/18/2022
Date: _____

Encl: Annexure – I & II

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

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Annexure- I Terms and Conditions of your appointment:

1. **Definitions:**

1.1 "**Posting**" means posting in the location by way of work from office;

1.1 "**Company**" means Sagility India Private Limited;

1.2 "**Company Policies**" means the policies enforced by the company from time to time.

2.1 **Remuneration Details:** The details of your entitlements and your salary are as per Annexure – II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce. You will also be entitled to contributory provident fund and gratuity as per the rules and regulations of the company, subject to statutory provisions.

2.2 Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc, shall be made on the salary month on month.

2.3 Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.

2.4 You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its policies.

2.5 1Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.

3.0 The other terms and conditions of your appointment are as follows:

3.1 **Training:** You will be initially, on training for a period of twelve months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period of training.

3.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of **training** and that the company reserves its rights to terminate your services in the event of misconduct or that your performance is found un-satisfactory

3.1.2 You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the Company's employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.

3.1.3 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.

Proviso: Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

3.1.4 Please note that in the event of your not joining the Company on or before the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked without prejudice to the right and remedies of the Company.

3.2 **Work Week:** The standard work week is **Monday to Friday / Saturday**. You will be given day off(s) in a week as per the policy of the Company. However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work.

3.3 **Regular Appointment:** On satisfactory completion of your probation you will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be INVALID INPUT month, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with **INVALID INPUT** month's notice or **INVALID INPUT month's** basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with INVALID INPUT months' notice or payment of INVALID INPUT month's basic salary in lieu of notice, at the discretion of the company.

Provision: Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.

3.4 **Confidentiality:** You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

3.5 **Intellectual Property:** The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.

3.6 **Software & Legal Compliance:** The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.

3.7 **Statutory Compliance:** You shall strictly adhere to the applicable laws and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc

3.8 **Company Property:** You shall take reasonable care in maintaining and protecting the assets, properties, facilities, , equipment, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.

3.9 **Job Assignment:** You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.

3.10 **Transfer:**

3.10.1 The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to such transfer and as per the company's policies.

3.10.2 Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.

3.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -

3.10.3.1 that you shall follow and be governed by the rules and regulations applicable.

3.10.3.2 That you shall honour and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.

3.10.3.3 That you shall indemnify and hold harmless, the company, from all liabilities arising out of any act / omission attributable to your negligence, fraud and misconduct or otherwise, whether arising in the course of employment or otherwise.

3.10.3.4 The Company may change your Posting conditions (from work from home to work from office or vice versa, as applicable) as per the Company Policies and business requirement which is agreed without any conditions.

3.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure.

4.0 Other terms and conditions:

4.1 **Working Hours** – The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required under applicable laws and company policies.. This is for ensuring smooth conduct of work as per the company's policy.

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi

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

DocuSigned by:
Sooraj Janardhanan
5431560401574AB...

Sagility India Private Limited
(Formerly Berkmeer India Private Limited)

DocuSigned by:
BC76DAA303254CB...

4.2 **Double Employment Prohibited:**

4.2.1 You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing, in each case.

4.2.2 You will not seek membership of any local/public body without obtaining prior permission of the management, in writing, in each case.

4.3 **Contact Details:** You will keep us informed of any change in your residential address, civil or marital status criminal cases you are involved in and other such matters.

4.4 **Statutory Deductions:** Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year.

4.5 **Company Regulations:** You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.

4.6 **Verification:**

4.6.1 **Verification:** Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the details provided by you to the company.

4.6.2 Your remote working address (if applicable) is subject to verification as per the **Company** Policies.

4.7 **Declarations & Representations:** You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company of those external Interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.

4.8 **Annulment of Employment:** Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:

4.8.1 if during the pre-employment or the post-employment background checks, the checking agency gives a negative report; or

4.8.2 in the event of unsatisfactory result of any of the Section 3.7 events;

4.8.3 in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise;

4.9 **Termination for Breach:** In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from employment.

5.0 **Savings:** Notwithstanding anything contained herein, the company hereby reserves it's right in the following manner: -

5.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment.

5.2 To waive off the requirements stated in the para 2.3 and 2.1.4, more specifically as provided in the proviso's therein.

6.0 **Validity of Appointment Letter:** This contract is valid, subject to (a) satisfactory verification as enumerated in para 4.6.1 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.

7.0 **Governing Law & Jurisdiction:** The terms and conditions of this letter of appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore as on the date the cause of action of the said dispute is said to have arisen.

8.0 **Non-Solicitation: -** You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees,(b) attempt to induce such other employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Comp any's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company

9.0 **Non-Compete: -** The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and

9.1 Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;

9.2 For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner, investor or otherwise.

9.3 The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company

9.4 The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.

9.5 The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.

10.0 **Representation.** The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.

11.0 **Interpretation/Severability.** If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.

12.0 **Waiver of Breach.** Any waiver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at any time, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.

13.0 **Survival.** All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment.

14.0 **Relocation**: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the Company's Policies.

15.0 **Company Policies:** Your employment with the Company shall be governed by the Company Policies.

16.0 **Maternity Benefit:** All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act.

17.0 **Training and official events**: You will be required to undergo training as required by the Company from time to time in the location as communicated by the Company. Further, you will be required to travel and attend meetings, employee events and other similar official events, time to time, as per the business requirement, in the location as communicated by the Company.

18.0 **Acceptance:** If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.:

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

DocuSigned by:
Sooraj Janardhanan
5431560401574AB...

Sagility India Private Limited
(Formerly Berkmeer India Private Limited)

DocuSigned by:
BC76DAA303254CB...

DocuSign Envelope ID: 848CF507-EFDC-4346-82B0-3C989B51191B

sagility™

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	**Bharathkumar P**			
Designation	**Trainee Process Consultant**			
Grade	**PC2**	**Location**	**Coimbatore**	
Components	**w.e.f - DOJ**		**Monthly**	**Annual**
"A" FIXED				
Basic			4,578	54,936
House Rent Allowance			1,831	21,972
Shift Allowance			5,000	60,000
Skill Allowance			34	408
"A" Sub-total – Gross Pay			**11,443**	**1,37,316**
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			382	4,578
Provident Fund **– *Employer's Contribution***			1,153	13,836
Gratuity			220	2,640
ESIC Contribution **– *Employer's Contribution***			385	4,620
"B"Sub-total– Retiral benefits			**2,140**	**25,684**
Total Salary Cost (A + B)			**13,583**	**1,63,000**
"C" VARIABLE PAY				
Performance Incentives ***(@ 100% of given achievement targets)***			1,000	12,000
"C" Sub-total - Variable			**1,000**	**12,000**
Total Cost to Company (A + B + C)			**14,583**	**1,75,000**
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company : (A + B + C + D)			**14,583**	**1,75,000**
Net Salary*- This is an approximate net amount and is subject to vary based on any change of rules or law relating to employee compensation (not limited to change in PF or ESI) or tax laws or any changes in the compensation structure			**10,583**	**1,26,996**

Benefit / Scheme	Description	Value / PA
# Onetime Retention Bonus	A onetime retention bonus of Rs. 6,000/- is paid on your confirmation post 6 months of your joining. An additional amount of Rs. 10,000/- on completion of 18 months.	**Rs. 16,000 p.a****
Performance incentives	Will be paid every month on achieving process defined target goals as defined in table below. The first three month's performance incentive will be paid on target during the seventh month payroll.	**Rs. 12,000p.a****
Subsidized Transport Service	An indicative transport cost incurred by the employer for commuting between home to office and back which is a facility to avail and not to be encashed if not availed.	**Rs. 16,200p.a****
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	**Rs. 6,00,000p.a****
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	**Rs. 1,00,000p.a****
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	**As applicable*p.m**
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	**As applicable***
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	**As applicable***
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	**As applicable*p.m**
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	**As applicable*p.m**
Professional Tax	If any as per the applicable rules in your state.	**As applicable*p.m**

Performance Incentive Ratings and Earnings Table:

Process Target achievement	Training period	>80-<85%	>85-<95%	>95-<100%	>100-<110%	>110%
PI Eligibility (%)	0%	50%	75%	100%	110%	125%
PI Eligible amount (Rs. p.a.)	0	6,000	9,000	12,000	13,200	15,000
PI Eligible amount (Rs. p.m.)	0	500	750	1,000	1,100	1,250

* Statutory Schemes are subject to change as per the Law from time to time.

** These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.

DocuSigned by:
Sooraj Janardhanan
5431560401574AB...

Sooraj Janardhanan
Signatory user
Sagility India Private Limited

DocuSigned by:
BC76DAA303254CB...

Bharathkumar P
Date: 11/18/2022

i As per ESIC, family means all or any of the following relatives of an insured person namely :- a spouse, a minor legitimate or adopted child dependent upon the insured person, a child who is wholly dependent on the earnings of the insured person and who is (a) receiving education, till he or she attains the age of twenty five years, (b) an unmarried daughter, a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and dependant parents

Sri Sarathi Thyagaraja College (Autonomous) Pollachi - 642 107

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KARPAGAM INSTITUTE OF TECHNOLOGY
Inspiring Innovation

KARPAGAM INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
L & T By-Pass Road, Bodipalayam (Post), Coimbatore - 641 105
Phone :73970 13331-73970 13334 Website : www.karpagamtech.ac.in email : principalkit@gmail.com

Dt:05.09.2023

Offer of Appointment

To,
Ms. Logapriya R,
3/82, Bharathi Street,
A.Sangampalayam,
Mahalingapuram,
Pollachi – 642 002.
Ph –9976759553.

Dear **Ms. Logapriya R,**

KIT - Establishment – **offer of appointment** as Assistant Professor in the Department of **Science and Humanities - English**

We are pleased to offer you the position of Assistant Professor in the Department of **Science and Humanities - English** of this Institution as per the following terms and conditions:

1. Your Pay will be fixed in the payscale of 15600-500-23100 with a Basic Pay of Rs. 16100/- and other allowances as applicable, with total emoluments of Rs.21100 /-(Rupees Twenty One Thousand and One Hundred Only).
2. You will be in the first instance on probation for a period of one year, which can be extended further or deemed to be completed earlier based on your performance.
3. During your employment, the notice period shall be one month on either side.
4. You have to work under the supervision and guidance of the Head of the Institution and discharge the duties assigned from time to time.

R. Logapriya

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L & T By-Pass Road, Bodipalayam (Post), Coimbatore - 641 105
Phone :73970 13331-73970 13334 Website : www.karpagamtech.ac.in email : principalkit@gmail.com

5. You will be a Full -time employee of the Institution and your services will be governed by the Rules and Regulations of the Institution as in force from time to time and the Institution reserves right to change the benefits provided here in as and when it deems necessary regarding which you will be notified accordingly.

6. You have to report for duty on 07.09.2023 and at the time of joining provide documents/data as per Annexure I

7. You are not allowed to leave at the middle of the Semester/Academic year.

As the above terms and conditions are acceptable to you, please sign the copy of the letter as a token of your acceptance and return the same to the undersigned. We welcome you to Karpagam Family and wish you all success in your future endeavors.

With Best Wishes

P. Manivannan

Principal

DECLARATION

I have read and understood the above terms and conditions of employment and accept the same, and further undertake to abide by them.

R. Logapriya

(Signature of the Employee)

Copy to :

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi

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

SRI GOPALNAIDU HR.SEC, SCHOOL

Peelamedu
Coimbatore - 641 004.
Ph : 0422 - 2561787

MALATHI R

BT Assistant

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

Correspondent

Caresoft

Congratulations!

You are selected !

Dear Karthikaiselvi,

Subsequent to the interviews you had with us, We take pleasure in informing that you are offered to be a part of **CARESOFT GLOBAL** family. As an aspiring and bright professional, we are confident that you will add value and help Caresoft Global realize its vision of delivering innovative, Value-added, competent and sustainable solutions to its customers. A mutually rewarding and exciting career awaits you with a company that is raring to go!!

You are selected as **Associate – PMO** and your compensation details are attached.

We would be pleased to have you on board on **11th of September 2023** at **Pollachi.** Please carry the documents listed in the Offer Letter attached.

We would request you to send in an email acceptance as a conformance to this mail on or before **13th of July 2023**.

The offer stands withdrawn automatically. if the offer is not accepted or if the joining date is not honoured, unless otherwise specified by the HR. Please reach our Pollachi office on Joining date for completing the joining formalities. Request you to complete and upload the documents mentioned through Pre-onboarding link before the joining date.

Note:

This offer is subject to proper documentation, satisfactory reference checks & the offer supersedes any earlier written/verbal communication in this regard. In case of misrepresentation of any facts, the situation will warrant appropriate action as per our policy framework.

Please find attached your Salary breakup sheet & a detailed appointment letter will be issued on joining.

Do feel free to mail your queries to Offers@caresoftglobal.com

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Thanks & Regards

HR Team

HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

August 8, 2022

Ref:HDBFS/22-23/HRIC68671/Appt/157723

Ms.Sathiyapriya S ,
No 3/127 Vinayagar Kovil,
Street Kettimallanpudhur ,
Pollachi Singanallur,
Coimbatore-642004

Dear Ms.Sathiyapriya S ,

LETTER OF APPOINTMENT

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

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

Terms and Conditions:

a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.

b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.

c) Your duties and responsibilities will be explained to you on your joining the Company.

d) Your initial place of posting will be at Coimbatore .You are initially assigned to services at our client premises, MANCHESTER SQUARE. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

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e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.

f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.

i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.

j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.

k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.

l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.

m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

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n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.

p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.

q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.

r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.

s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights"(as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.

t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.

u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

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v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.

w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than August 23, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
c) Duly signed duplicate copy of Appointment Letter
d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.

Hemant Revankar
Authorised Signatory
ADFC - A division of HDB Financial Services Limited.

AGREED AND ACCEPTED

Ms.Sathiyapriya S

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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Annexure A

HDB FINANCIAL SERVICES	Compensation Breakup	
Name	MS.SATHIYAPRIYA S	
Role	Jr. Officer - Classic on Phone	
Grade	Grade-I	
Location	Coimbatore	
Annual Compensation Break up		**HDBFS Monthly**
Basic	1,29,600	10,800
HRA	51,840	4,320
PDA	34,560	2,880
Provident Fund (Employer's contribution)	19,704	1,642
Gross Salary (A)	**2,35,704**	**19,642**
ESIC (Employer's contribution)----(B)	7,020	585
Gratuity---------- (C)	6,234	519
Total Fixed Compensation (D=A+B+C)	**2,48,958**	**20,746**

Note:

This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.

Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively

Gratuity is as per "The Payment of Gratuity Act".

You will be covered under Group Personal Accident Insurance as per policy of the Organization

Ref:HDBFS/22-23/HRIC68671/Appt/157723

I accept the terms and conditions as mentioned in the Appointment letter.

Ms.Sathiyapriya S

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Offer ref # 157723

SPECIMEN

FORM 2 (REVISED)

GROUP No. :
Office :

NOMINATION & DECLARATION FORM
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS

Declaration and Nomination Form under the Employees Provident Funds and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Sathiyapriya S
2. FATHER'S / HUSBAND'S NAME : Somu
3. DATE OF BIRTH : 23-Mar-2001
4. SEX : Female
5. MARITAL STATUS : Single
6. ACCOUNT NO : MH / BAN / 49611
7. ADDRESS : No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore - 642004

PART - A (EPF)

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Somu , No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore- 642004	Father	01 - Jul - 1974	50	No
Kanniyammal , No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore- 642004	Mother	07 - Sep - 1981	50	No

1. * Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
2. * Certified that my father / mother is / are dependent upon me.

(*) Strike out whichever is not applicable.

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X _____

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

Offer ref # 157723

PART - B (EPS)

Para 18

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Somu , No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore- 642004	01 - Jul - 1974	Father
2	Kanniyammal , No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore- 642004	07 - Sep - 1981	Mother

**Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Somu	No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore- 642004	01 - Jul - 1974	Father
Kanniyammal	No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore- 642004	07 - Sep - 1981	Mother

Date : 17-Aug-2022

X

(*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

CERTIFICATE BY EMPLOYER

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. _____ employed in my / our establishment after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

For HDB Financial Services Limited

HDB Financial Services Limited Mumbai

Authorized Signatory

Place : _____

Date :

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

HDB Financial Services Ltd

Ground Floor, Zenith House,
Keshavrao Khadye Marg,
Opp.Race Course, Mahalaxmi, Mumbai - 400034.

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Thippampatti, POLLACHI - 642 107.

Offer ref # 157723

UNDER THE PAYMENT OF GRATUITY ACT, 1992.
&
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972

FORM 'F'
(See Sub-Rule (i) of rule (6)

Nomination

To
M/s HDB Financial Services Limited
Ground Floor, Zenith House,
Keshavrao Khadye Marg,
Opp.Race Course, Mahalaxmi
Mumbai - 400034.

1. Shri / Shrimati / Kumari SATHIYAPRIYA S whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.

3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.

4. (a) My father / mother / parents is / are not dependent on me.
   (b) My husband's father / mother / parents is / are not dependent on my husband.

5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provison to clause(s) of section 2 of the said Act.

6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)				
Sr. No.	**Name If Full address of the nominee(s) - (1)**	**Relationship with the Employee (2)**	**Age of the Nominee (3)**	**Proportion by which the gratuity will be shared (4)**
1	Somu ,No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore- 642004	Father	01 - Jul - 1974	50
2	Kanniyammal ,No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore- 642004	Mother	07 - Sep - 1981	50
3				
4				
5				
6				

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Offer ref # 157723

Statement			
1	Religion	Hinduism	
2	Sex.	Female	
3	Name of employee in full.	Sathiyapriya S	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Manchester Square	
6	Post held with Ticket or Serial Number if any.	Jr. Officer - Classic on Phone	
7	Date of appointment.	17-Aug-2022	
8	Permanent address.	No 3/127 Vinayagar Kovil, Street Kettimallanpudhur , Coimbatore - 642004	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Manchester Square
Date : 17-Aug-2022

X _____
Signature/Thumb impression of the employee

Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

1. _____
2. _____

Place : Manchester Square

Address of witnesses

1. _____
2. _____

Place : Manchester Square

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

Designation

For HDB Financial Services Limited

HDB Financial Services Limited Mumbai

Authorized Signatory

HDB Financial Services Ltd

Ground Floor, Zenith House,
Keshavrao Khadye Marg
Opp.Race Course, Mahalaxmi
Mumbai - 400034.

_____
Signature/Thumb impression of the Authorized Signatory

Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date _____

X _____
Signature of the employee

Note : Strike out the words and paragraphs not applicable.

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www.epfindia.com

157723

Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Sathiyapriya S
2	Fathers' Name ☑ Spouse's Name ☐	Somu
3	Date of Birth (DD/MM/YYYY)	23/03/2001
4	Gender: (Male/Female/Transgender)	Female
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried
6	(a) Email Id: (b) Mobile No.:	priyasree302satchu@gmail.com 9629971694
7	**Present employment details:** Date of joining in the current establishment (DD/MM/YYYY)	17/08/2022
8	**KYC Details** (attach self attested copies of following KYCs) a) Bank Account No.: b) IFS Code of the branch:	1337108021539 CNRB0001337
	c) AADHAAR Number:	938880425225
	d) Permanent Account No. (PAN), if available	PXNPS5608M
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes ☐ No ☑
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes ☐ No ☑

11 **Previous employment details [if Yes to 9 &/or 10 above] - Un-exempted**

Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)	Non Contributory Period (NCP) Days

12 **Previous employment details [if Yes to 9 &/or 10 above] - For Exempted Trusts**

Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days

13	**a) International Worker:**	Yes ☐ No ☑
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From ☐ To ☐

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accesshealthcare™

Ramkumar Selvaraj

Employee Code:M1049445

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2023 12 16 15:47

Mahathi Infotech

Dhamodharan V

Employee Number : 9089

Authorised Signature

21D, Raagavis Center - 3rd Floor,
Nanjundapuram Road,Ramanathapuram,
Coimbatore-641 045.
Direct [+91 422 4351454 / 4352454]
Cell [+91 9791096192, +91 8870013346]
info@mahathiinfotech.com

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Edit 6

cognizant

Ref No: 16747690
22-Aug-2022

Janani T

Dear **Janani**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Coimbatore**.

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 5412328/1533180,

10/25/2022,
Leenasree D.

No.5/1, Chinnasamy Layout, Dhali Raod, Udumalaipettal, Tiruppur, Tamil Nadu - 642126
Udumalpet, Tamil Nadu
India.

Confidential

Dear Leenasree D,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 10/27/2022 (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be Associate/A2.

B) You will be required to work at the Company's offices in Chennai IN.

C) You have to report by 9:00 am at Chennai IN office, for joining formalities and contact security at the main gate for your entry pass at:

Address
Sipcot IT Park Plot No: H-6, Old Mahabalipuram Road
Siruseri, Chennai 603103 Tamil Nadu, India

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 188,505.00 (Rupees One Lakh Eighty Eight Thousand Five Hundred and Five only). which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. The Company shall deduct tax at source at the time of making payment.

The breakup of Your all-inclusive annual target compensation is as follows:

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IDENTITY CARD

NCC

Emp No. N14753

Emp Name SABARIMUTHU MANIK

Designation Quality Controller

Department Quality Assurance

MEMBER TEAM NCC

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exalca

2022/HR/PA/D1114

01-October-2022

Dear Pranov,

Congratulations, further to your participation in 'Campus Hiring Program', we are pleased to offer you the role of **Trainee Developer** in Exalca Technologies Private Limited("Exalca"). Your place of work will be Coimbatore - Tamilnadu, India and the same is subjected to change based on business exigencies.

During your probation period of 12 months or 1 year, which includes your training program, you are entitled to an CTC (Cost to the Company) of Rs. **3,30,000 (THREE LAKHS THIRTY THOUSAND ONLY)** The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your CTC (Cost to the Company) would be revised.

Your appointment will be governed by the terms and conditions of employment as per company's policy. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager and HRD.

Prior to commencing employment with Exalca you must provide Exalca with evidence of your right to work in India and other such documents as Exalca may request. We look forward you to joining us. Should you have any further questions or clarifications, please write us to shiv@exalca.com.

Yours sincerely,

For Exalca Technologies Private Limited.,

Manager - Human Resources

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(Autonomous)
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CareerNet CONSULTING

Letter of Offer

03rd November 2021

Karthika T
6/71, Govindanur, Puravipalayam (post),
Pollachi, Tamil Nadu- 642110

RE: Letter of offer of employment

Dear Ms. Karthika T,

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 **22nd November 2021.** Your yearly TCTC on joining CareerNet Technologies Pvt. Ltd. is **Rs.3,00,000/-.** 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 Chennai 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.

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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.

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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 subsequent 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.

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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 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.

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Acceptance

Please sign the copy of this letter indicating your acceptance to the offer of employment and send it to us at the earliest possible. If we do not hear from you within 1 day from the date of this letter, we shall assume that you do not wish to take up the company's offer of employment and our offer will lapse.

We look forward to your joining CareerNet Technologies Pvt. Ltd. for a long and successful association.

Regards,

Kavitha S
Vice President -HR

I hereby agree to and accept the terms of employment offer and shall report for duty on the _____

Signature

Karthika T
Date:

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Annexure 1

Name: Karthika T

Salary Components	Monthly	Yearly
Basic (A)	15,100	1,81,200
HRA	4,226	50,711
Gross Salary (B)	19,326	2,31,911
Statutory Bonus (C)	820	9,840
ESI - Employer	628	7,537
Gratuity	726	8,712
Total Retirement Benefits & Employee Benefits (F)	1,354	16,249
Cost To Company (CTC) (B+C+F)	21,500	2,58,000
Cafeteria	1,500	18,000
Employee Welfare (including Personal Accident Insurance & Group Medical Insurance)	2,000	24,000
Total Benefits (H)	3,500	42,000
Total Cost To Company (TCTC) (B+C+F+H)	25,000	3,00,000
ESI - Employee	145	1,739
PT	200	2,400
Total Deferred Benefits / Deductions (G)*	345	4,139
Net Salary (B- G)	18,981	2,27,772
Income Tax Applicable As per Government Regulations		

- *Your Gross Salary will be reduced by this amount.
- Statutory bonus is as per bonus act.
- Onsite employees will be eligible for monthly onsite allowance as applicable.
- Employee welfare is the amount which company spends on employee recreation and welfare.
- Please note you will be eligible for your first salary appraisal hike after a year.
- Employee will be eligible for Term Life Insurance Self (Rs.7.5 Lacs) and Personal Medical Insurance Self (Rs. 2 Lacs) cover. Employee name will be added in the insurance policy after 45 days from the date of joining.
- Cafeteria Subsidy is the amount that the company spends on employee's food (Lunch and Snacks)
- CTC- Annual Cost to Company

Deductions
There will be deductions in the salary as per the Government regulations.

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Ms. K Nandana **26th June 2021**
Bangalore

Offer Letter

Dear Nandana,

Congratulations!!

We are pleased to offer you an Employment with **M/s Pylon Management Consulting Pvt Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

You will be designated as **Management Trainee** and will be based at our Bangalore Office.
Please refer *Annexure A* for the detailed Compensation.

You will be on probation for a period of 3 months from the date of joining. Based on your performance during your probation period, your probation can either be extended or in case of satisfactory performance, you will be issued a confirmation letter as per the Company Policy.
Probation Completion target – 3.5L/Qtr

Looking forward to a long and mutually beneficial career with us

Warm Regards,

(Sudhir Attrish)
Director

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Annexure “A”

Name	**K Nandana**	
Designation	**Management Trainee**	
Location	**Bangalore**	
	Monthly	**Annually**
Basic Salary	8000	96000
HRA	3200	38400
Conveyance	1600	19200
Medical reimbursement	1250	15000
Other Allowances	1950	23400
Gross Salary	**16000**	**192000**
Employer Contribution- PF**	1536	18432
Employer Contribution- ESI***	120	1440
Variable Compensation*	**0**	**0**
Deductions		
Professional tax	200	**2400**
Provident Fund	1536	18432
ESI	120	1440
Total Deductions	**1856**	**22272**

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SREE LAKSHMI APPARELS (P) LTD

UNIT - II

No.27, Dharapuram Road

Negamam - 642 120. Pollachi

Ph : +91 77088 86667

SWETHA

9011

IE

Authourized Signatory

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Cognizant

Ref No: 16122806
13-Mar-2021

Karthik R

Dear **Karthik**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Coimbatore**.

Your annual total compensation will be **INR 151,995**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **22-Mar-2021**.

Please note:
• This offer is subject to satisfactory professional reference checks
• This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
• Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date**:

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Cognizant

Compensation and Benefits

Name:	Karthik R	**Designation:**	Process Executive - Data

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	864.285714	10,371
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	393	4,716
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	309	3,708
	Annual Gross Compensation		**151,995**
	Annual Total Compensation		**151,995**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**171,495**

As an associate you are entitled to the following additional benefits:

• Floating medical insurance coverage
• Round-the-clock group personal accident insurance coverage
• Group term life insurance coverage
• Employees' compensation insurance benefit as per the Employee's Compensation Act, 2010
• Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act, 1972

Leave and vacation:

• From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

• Earned Leave – 18 days
• Sick Leave – 12 days
• Casual Leave – 6 days

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act, 2017
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

 # Provident Fund Wages:
For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter,

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excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout".

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):
Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan**:
Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to
1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act, 1965.

Note:

• Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
• Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Login to https://onecognizant.cognizant.com->Total Rewards App for more details.

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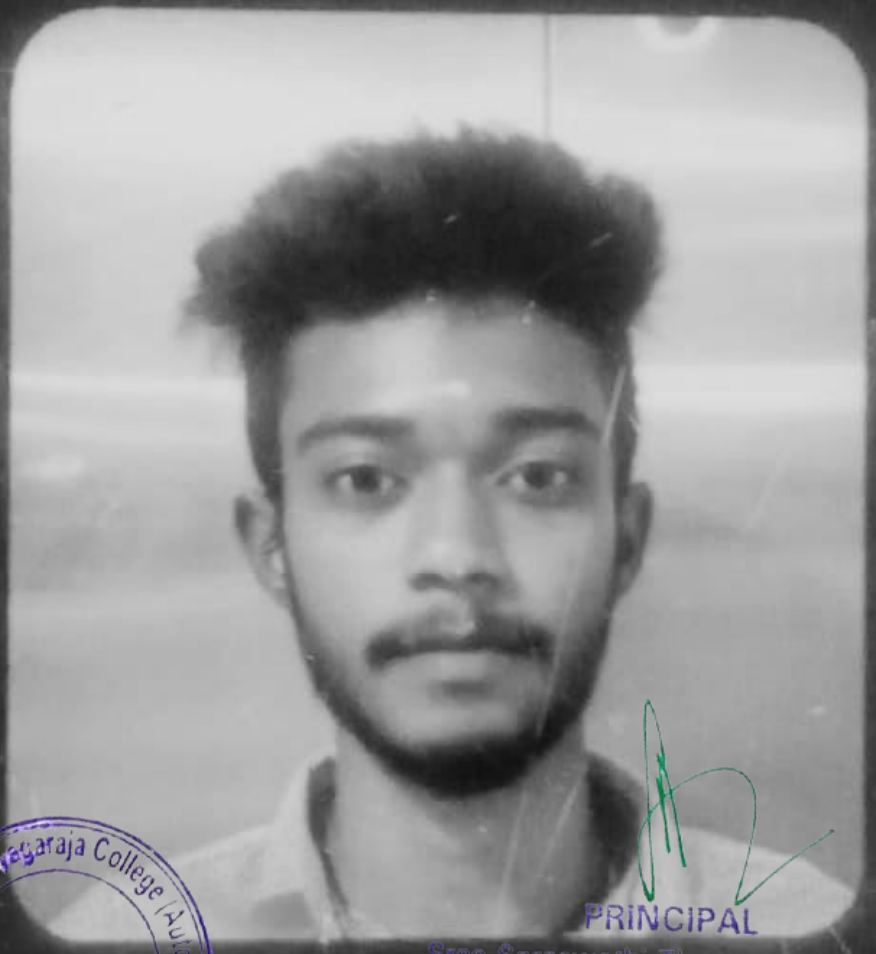
sagility™



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Dharanidharan S

Employee ID: 606411

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Karthikumar K

Employee ID: 608138

OFFER LETTER

To,

Date: 10.09.2022

Mr. D. PERIYASAMY,

9/69, North Street, Manjanaickenpatti,
Manjanaickenpatti(po), Oddanchathiram,
Dindigul, Tamil Nadu-624614
Contact No.:- +91-9360362382
Email: periyasamystc99@gmail.com

Dear Mr. D. Periyasamy,

This has reference to your letter and the personal interview you had with Mr. Nagendra Babu, we are pleased to offer you the post of Territory Sales Executive with the following terms and conditions.

1. Your Head Quarter will be Palladam (Tamil Nadu).
2. You will be reporting to Mr. Nagendra Babu, Sr. BDM.
3. Your Salary will be Rs. 15,000/- (Fifteen Thousand only) per month (Consolidated).
4. Your Daily Allowance will be Rs.100/- per day (On Working Days)
5. Your Mobile Allowance will be Rs.600/- per Quarter (3 Months)
6. Your expenses will be credited upon submitting bills to the head office via courier by 5th of every month along with the filled expenses sheet.
7. Your target of sales will be Rs. 5,00,000/- per month and supplies will be made against payments.
8. You will be on probation for six months, which may be extended at the discretion of the organization. During the probationary period if your work and conduct are found to be satisfactory your services will be confirmed otherwise it may be discontinued with one week prior notice.
9. You will be responsible for:
    - Marketing of our organization products.

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October 12,2022

A WINNING RELATIONSHIP

Ref No:CAN085677

Mr.SHEIK ALAVUDEEN S

75B, U K C Nagar, Vtc Udumalaipettai,

Tiruppur,

Tamil Nadu-642126.

Mob No.: 8973579859

SUB: EMPLOYMENT OFFER AS "JUNIOR EXECUTIVE"

Dear **Mr.SHEIK ALAVUDEEN S ,**

This refers to your application and to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of **"JUNIOR EXECUTIVE"** in the grade of **"COM2"** in our organization on the following terms and conditions.

1. Your Place of Posting will be at our **UDUMALPET** located at, ESWAR COMPLEX, 2ND FLOOR NO. 21/11,BY PASS ROAD OPP TO CENTRAL BUS STAND UDUMALPET,UDUMALPET-642126.
2. You shall be responsible for all functions of the Business Processing department.
3. You will report Functionally & administratively to **Branch Head** and shall carry out other assignments as delegated to you from time to time..
4. You will be paid a total remuneration of **Rs.1,48,500/- p.a.**The Break-up of which is enclosed.
5. You will be entitled for Gratuity as per statutory rules.
6. You will be on **probation for a period of six months** effective from the date of joining. After successful completion of probation, you will be confirmed in the service of the company.
7. You shall produce the following mandatory documents on the date of joining.

   a) Passport Size Photos-4 nos.

   b) Xerox of Pan card & Aadhaar card(compulsory).

   c) Copy of Address ID proof.

   d) Proof of Educational Qualification (Original & Xerox Copy) (Internet copies of the marksheets are not acceptable).

   e) Relieving & Experience Letter from Current Employer for Experienced Candidates.

   f) Proof of Current Remuneration.

   g) Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.

   h) Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).

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

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

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation **KANNAN S-ASSISTANT MANAGER-KANNAN.S89@stfc.co.in(8072604161)**.

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

Best Wishes,

HR Department

(Accepted)

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Disclaimer: Shriram Transport Finance Co.Ltd do not engage any consultants or agencies for recruitments.

** This is a system generated letter & does not require signature.

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi, 642 107

ACERO
BUILDING SYSTEMS

22-45

Date: 11th July 2023

EMPLOYMENT CONTRACT

Dear Mr. Naresh Kumar ,

Passport No. W8132235

We are pleased to offer you the position of **"Assistant Fabricator"** in ACERO STRUCTURAL STEEL MANUFACTURING CO. LLC with the following terms and conditions:

Salary (Basic)	AED 1000.00 per month
Housing Allowance	Company Provided
Transportation	Company Proivded
Food	Company Provided
Other Allowance	Nil
Total	**AED 1000.00 /- per month**

Contract of Employment: Unlimited

Annual Vacation: You will be entitled to 30 calendar days paid leave every 12 months of services as per UAE labor law and company policy. In addition, you will receive a round trip economy class air ticket to your home country in every 24 months.

Probation Period: You will be on probation for a period of 6 months. After successful completion of the probation period, your services will be confirmed automatically unless you receive a notification of termination of contract.

Medical Insurance: You will be covered as per Company Policy.

Notice Period: One month's notice from either party in case of resignation or in case of termination (not applicable during probation period) as per UAE Labor Law.

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ACERO
BUILDING SYSTEMS

Visa & Joining Expenses:

The Company will apply and process your residence visa in the UAE. All related expenses processing charges, medicals, residence visa stamping etc., for the employee only will be paid for by the Company.

Nondisclosure of Confidential Information:

The Employee agrees not to use any Confidential Information disclosed to him/her by The Company for any purpose outside of its own operations. The Employee will not disclose any Confidential Information of the Company to parties outside the Relationship or to other employees of The Company other than employees or agents under appropriate burden of confidentiality and who are required to have the information in order to carry out their duties. The Employee agrees that he/she will take all reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information of The Company in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized under this Agreement to have any such information.

All other terms and conditions of your employment will be as per UAE Labor Law.

We look forward to welcoming you to a long and mutually fruitful association with Acero Structural Steel Manufacturing Co. LLC.

Best Regards,

HR Manager

Signature: ----------

Date : ----------

Accepted by, Mr. Naresh Kumar

Signature: K. Alaraty.

Date : 13/07/2023.

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

22-23

J V Agencies

11, Basheer Ahmed Layout
Tiruppur Road, Udumalpet
District - Tirupur, Tamil Nadu
TEL : 04252 - 226468
CELL : 98429 - 26468

DATE : 25.05.2023

SALARY CERTIFICATE

THIS IS TO CERTIFY THAT Mr.SARAVANAN.D RESIDING AT A187/2, DR M G R STREET JOTHINAGAR, A COLONY , SULEESWARANPATTI, POLLACHI, COIMBATORE -642006 WORKING IN OUR CONCERN AS A SALES EXCUTIVE FROM 02.07.2021 HE DRAWING A SALARY OF RS.18,000/- (EIGHTEEN THOUSAND) PER MONTH

FOR J.V.AGENCIES,

Manager

J. V. AGENCIES UDUMALPET

Sree Saraswathi Thyagaraja College Pollachi - 642 107

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FIAT INDUSTRIAL

NEW HOLLAND AGRICULTURE

22-23

RS HR Team Solutions Pvt. Ltd

FORM XIX

[See Rule 78(1)(b)]

PAY SLIP FOR THE MONTH OF Oct - 2023

Emp. Code	HTSF110038	Employee Name	SREENATH S
Department	LAST MILE	Designation	SORTING EXECUTIVE
Location	POLLACHI HUB	PF No	KDMAL02149010000074022
mmDate of Birth	02-Oct-2000	UAN No	101625551005
Date of Joining	22-Jul-2022	ESI No	5133470488
Bank Name	CANARA BANK	Bank A/c No	110037268809

No. of Days	30	OT Hours	0
Arrear Days	0	Leave Encashment Days	0
Loss of Pay	1	Reversal Loss of Pay	

Components (Fixed & Earnings)	Fixed Amount	Earnings Amount	Deductions	Amount
Basic	10544	10204	Provident Fund	1224
Arrear Basic		0	Employee State Insurance	81
HRA	0	0	Professional Tax	171
Arrear HRA		0	Labour Welfare Fund	0
Conveyance		0	Notice Pay Recovery	0
Arrear Conveyance		0	Advanced Deduction	
Holidays Wages		0	Other Deduction	0
Special Allow		0	Recovery	0
Supplementary Allow	0	0	Karma Life Deduction	
Arrear Sup Allow		0		
ADVANCE BONUS		484		
Arrear Amount		0		
Gratuity Amount		0		
Leave Encashment		0		
SPOT/R&R-INCENTIVES		0		
SPECIAL WAGES		0		
ARREAR SPECIAL WAGES		0		
PRODUCTIVE INCENTIVES		0		
Attendance Incentives		0		
PERFORMANCE INCENTIVE		0		
Night shift Allowance		0		
Over Time		0		
Meal Allowance		0		
MINIUM WAGES ARREAR BASIC		0		
NOTICE PERIOD PAY		0		
Retrenchment Allowance		0		
Arrear Amount		0		
Reimbursement		0		
Referral Bonus		0		
PF BENEFIT ALLOWANCE				
Total	**10544**	**10688**	**Total Deductions**	**1476**

Net Pay **9212**

In Words **Rupees Nine Thousand Two Hundred Twelve Only**

** This is an electronically generated document, hence will not be printed on letter head material. **

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22-23

December 14,2023

SHRIRAM Finance

CONCODE : AP002767

Mr.**NAVEEN S**

1/145, Okkilipalayam, Achipatti(Po), Pollachi (Tk),

Coimbatore,

Tamil Nadu-642110.

Mob No.: 9578111534

Dear **NAVEEN S** ,

Sub: Offer as "BUSINESS EXECUTIVE"

This is with reference to discussions we had had with you. In this connection, we are pleased to offer you an opportunity to be associated as **"BUSINESS EXECUTIVE"**in our organization under the following terms and conditions:

1. You will be trained for a period of 12 months under our Apprentice Program as "BUSINESS EXECUTIVE". This term is subject to renewal at the sole discretion of the Management.
2. You shall be associated with our **KINATHUKADAVU**, located at NO.1, VEL VALAGAM, VSP ENGINEERING COLLEGE SIDE, SELVAMPALAYAM,,COVAI MAIN ROAD, KINATHUKADAVU, COIMBATORE DIST,KINATHUKADAVU-642109 and shall report to Branch Head.
3. You shall handle all Business development and recovery functions of **KINATHUKADAVU**.
4. You will be paid a consolidated STIPEND of **Rs.18842/-per month.**
5. This appointment is purely on contract basis and can be terminated by either party giving one month notice or compensation of one month Stipend in lieu of notice.
6. You are requested to submit the Following Documents :
    1. Xerox of Pan card & Aadhaar card (compulsory).
    2. Copy of Address ID proof.
    3. Proof of Educational Qualification.
    4. Driving License submission is mandatory.
    5. Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
    6. Passport size photograph (compulsory).

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.
We welcome you to our organization and wish you all success.

Best Wishes,

HR Department

(Accepted)

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

** This is a system generated letter & does not require signature.

Sree Saraswathi Thyagaraja College (Autonomous) * Pollachi - 642 107 *

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(Autonomous)
Thippampatti, POLLACHI - 642 107.

Flinto

Annapurna Devi Devarajan

FLS - 2115

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

PRINCIPAL
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(Autonomous)
Thippampatti, POLLACHI - 642 107.

Issuing Authority

COIMBATORE ANAMALLAIS AGENCIES (P) LTD,
COIMBATORE-641043

FROM
BRANCH HEAD,
CAA PVT LTD, SHOWROOM,
COIMBATORE -641043.

TO
THE GENERAL MANAGER-HR,
CAA PVT LTD,
COIMBATORE -12.

REF: CAA/CM01A 1S / HR /112 /2021 **DT: 07.04.2021**

Sub: Appointment of Mr. K.Bharath S/O Karupasamy, New Division, Gundumalai Estate, Munnar -685612

This is to inform you that we have appointed Mr. K.Bharath as Job role (Human Resource Executive) from 07.04.2021, who is meant for CAA PVT LTD - Coimbatore - 43..

Based on his experience and skill set we are considering Rs.11,000/- as per salary/ Stipend.

Caution Deposit (50% Salary) of Rs-5,500/- will be collected in Jan & Feb-2021 month as per candidate request.

We will cover the JPA Insurance at our end add will share be insurance copy within 2days.

We request you to cover GPA policy for the employee with family details and payment receipt are attached for your reference and further process.

This is for your information.

ANAMALAIS TOYOTA COIMBATORE 641 043.

P.N.SENTHIL KUMAR
GENARAL MANAGER-HR

Sree Saraswathi Thyagaraja College (Autonomous) Pollachi - 642 107

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

COIMBATORE ANAMALLAIS AGENCIES (P) LTD,
COIMBATORE-641043

FROM
BRANCH HEAD,
CAA PVT LTD, SHOWROOM,
COIMBATORE -641043.

TO
THE GENERAL MANAGER-HR,
CAA PVT LTD,
COIMBATORE -12.

REF: CAA/CM01A 1S / HR /112 /2021

DT: 07.04.2021

Sub: Appointment of Mr. K.Mahendran S/O M.Krishnasamy, 6 LIG Colony, Palani Road, Pollachi, Coimbatore - 642001

This is to inform you that we have appointed Mr. K.Mahendran as Job role (Human Resource Executive) from 07.04.2021, who is meant for CAA PVT LTD - Coimbatore - 43.

Based on his experience and skill set we are considering Rs.11,000/- as per salary/ Stipend.

Caution Deposit (50% Salary) of Rs-5,500/- will be collected in Jan & Feb-2021 month as per candidate request.

We will cover the JPA Insurance at our end add will share be insurance copy within 2days.

We request you to cover GPA policy for the employee with family details and payment receipt are attached for your reference and further process.

This is for your information.

ANAAMALAIS TOYOTA ★ COIMBATORE 641 043. ★ 380 M.P. ROAD ★

P.N.SENTHIL KUMAR
GENARAL MANAGER-HR

Sree Saraswathi Thyagaraja College (Autonomous) ★ Pollachi - 642 107 ★

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

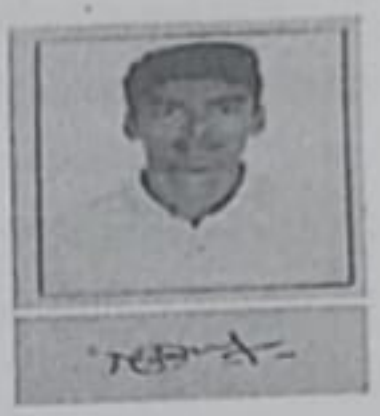
BBB № 041361

THE KARUR VYSYA BANK LIMITED
HUMAN RESOURCES DEPARTMENT
CENTRAL OFFICE, ERODE ROAD
KARUR – 639001, Tamil Nadu

Ph- 04324 –226520, Extn.269465/67/73/75 Email:recruitment@kvbmail.com
CIN:L65110TN1916PLC001295

HRD/DIRECT_RECT_BSS_CTC/BSS/5976/2023

10/05/2023



Mr. Madhu Rama Krishnan C .
946/1,Kaliyapuram Uppar Seathumadai,
Anaimalai, Pollachi-642129,
Tamil Nadu
E-Mail: madhu.mp.548@gmail.com
Mobile: +918667067634
Appl. Id: 216054

SUB: OFFER OF APPOINTMENT

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

1. **Commencement of Employment:**

You will be designated as **BRANCH SALES&SERVICE EXECUTIVE.** As part of the joining process, you are advised to report on **22/05/2023** at the below mentioned address for Six days Residential Induction Training. (Please refer Annexure for further details).

TVS Training and Services
No : 61, Reddy Street, Vanagaram Main Road, Athipattu,
Ambattur Industrial Estate, Chennai-600058.

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on **29/05/2023** at our **Erisanampatti** Branch. (Address mentioned below)

The Karur Vysya Bank Ltd,
1/175, Anaimalai Main Road,,
Erisanampatti - 642207, TN

This offer is subject to medical fitness, as per the applicable conditions mentioned below:

a) You should produce Fitness certificate from any of the registered Medical Practitioners and also submit a self-declaration on fitness in the format attached.

b) At later stage (within six months from date of joining), Bank reserves the right to initiate necessary medical examination on any of the selected candidates through Bank's empaneled doctor, cost associated with the same shall be borne by the Bank. If the results of the tests are found to be un-satisfactory, Bank can initiate necessary action as deemed to be fit.

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THE KARUR VYSYA BANK HRD C.O

Cont..2