



# NANDHA ENGINEERING COLLEGE

(Autonomous)

Affiliated to Anna University Chennai ★ Approved by AICTE ★ Accredited by NBA-New Delhi  
Pitchandampalayam (P.O), Vaikkalmedu , Erode-Perundurai Road, ERODE -638 052.  
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E.Mail: [info@nandhaengg.org](mailto:info@nandhaengg.org)

**Dr. U.S. Ragupathy M.E., Ph.D.**

**14.02.2024**

**PRINCIPAL**

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following table gives placement details of student for the academic year 2022-2023

|   |          |
|---|----------|
| Number of students admitted in batch 2019- 2023 | 710      |
| Number of students placed                       | 498      |
| Placement percentage                            | 70.14 %  |
| Highest salary package                          | 8 LPA    |
| Average salary package                          | 3.06 LPA |
| Lowest salary package                           | 1.2 LPA  |
| Number of students got dual offers              | 33       |
| Number of students got more than two offers     | 07       |

*Subramaniam*  
15/2/2024

*Ragupathy*  
14/2/24  
**PRINCIPAL**

**5.2.1 Number of outgoing students who got placement during the year 2022-2023**

| S.No | Name of student placed with his/her contact details | Programme completed        | Name of the employer with contact details             | Pay package at the time of appointment (LPA) |
|------|---|----------------------------|---|--|
| 1    | ATHIKESAVAN.A                                       | B.E BIOMEDICAL ENGINEERING | Medcode Pro   | 1.2  |
| 2    | DEEPAK.K  | B.E BIOMEDICAL ENGINEERING | Medcode Pro   | 1.2  |
| 3    | DEVENDRAKUMAR.S                                     | B.E BIOMEDICAL ENGINEERING | Vee Technology  | 2.04   |
| 4    | GAYATHRI.S  | B.E BIOMEDICAL ENGINEERING | Tata Consultancy Services & DXC Technologies          | 3.36 & 4.2                                   |
| 5    | GOWTHAM.M   | B.E BIOMEDICAL ENGINEERING | Bi3 Technologies India Pvt.Ltd. & Acrele Technologies | 3.5 & 4                                      |
| 6    | GOWTHAMSUNDAR.M                                     | B.E BIOMEDICAL ENGINEERING | Kaarthikeyan Medical Services                         | 1.02   |
| 7    | KANAGASNEGA.A                                       | B.E BIOMEDICAL ENGINEERING | Face Prep   | 3.06   |
| 8    | KAVYA.T   | B.E BIOMEDICAL ENGINEERING | ZIFO Rnd Solutions & DXC Technologies                 | 4.76 & 4.2                                   |
| 9    | KOUSIKA.V   | B.E BIOMEDICAL ENGINEERING | DXC Technologies & Vee Technology                     | 4.2 & 2.04                                   |
| 10   | KOWSALYA.T  | B.E BIOMEDICAL ENGINEERING | DXC Technologies & Vee Technology                     | 4.2 & 2.04                                   |
| 11   | KRISHNAKUMAR.S                                      | B.E BIOMEDICAL ENGINEERING | Oreol   | 2.4  |
| 12   | LOGADHARSHINI.M                                     | B.E BIOMEDICAL ENGINEERING | Vee Technology  | 2.04   |
| 13   | MADHUMITHA.Y  | B.E BIOMEDICAL ENGINEERING | Vee Technology  | 2.04   |
| 14   | MEERA SHAMRUTHI.R                                   | B.E BIOMEDICAL ENGINEERING | DXC Technology  | 4.2  |
| 15   | MENAKA.I.C  | B.E BIOMEDICAL ENGINEERING | Udhayam Medicare Systems                              | 2.42   |
| 16   | OVYA.P  | B.E BIOMEDICAL ENGINEERING | DXC Technology  | 4.2  |
| 17   | PAVITHRA.M  | B.E BIOMEDICAL ENGINEERING | DXC Technology  | 4.2  |
| 18   | PAVITHRAN.L   | B.E BIOMEDICAL ENGINEERING | Bi3 Technologies India Pvt.Ltd.                       | 3.5  |
| 19   | PON NAVEEN.R  | B.E BIOMEDICAL ENGINEERING | Vee Technology  | 2.04   |
| 20   | PON SAKTHIVEL.K                                     | B.E BIOMEDICAL ENGINEERING | DXC Technology  | 4.2  |
| 21   | PRAVEEN KUMAR.M                                     | B.E BIOMEDICAL ENGINEERING | Vee Technology  | 2.04   |
| 22   | PRAVEENA.R  | B.E BIOMEDICAL ENGINEERING | DXC Technology  | 4.2  |
| 23   | PRAVEENRAJ.A.M                                      | B.E BIOMEDICAL ENGINEERING | Diagno Care   | 2.13   |
| 24   | SANDHIYA.M  | B.E BIOMEDICAL ENGINEERING | Acrele Technologies & Bi3 Technologies India Pvt.Ltd. | 4 & 3.5                                      |

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|----|---------------------------------|----------------------------|--|-------------|
| 25 | SANTHIYA.A                      | B.E BIOMEDICAL ENGINEERING | Face Prep & Vee Technology                                 | 5.09 & 2.04 |
| 26 | SEEMA ROSE.S                    | B.E BIOMEDICAL ENGINEERING | Vee Technology & DXC Technology                            | 2.04 & 4.2  |
| 27 | SHANJEEV.S                      | B.E BIOMEDICAL ENGINEERING | DXC Technology   | 4.2         |
| 28 | SHERIL PRIYADHARSHINI.M.K       | B.E BIOMEDICAL ENGINEERING | Vee Technology & Accenture                                 | 2.04 & 3.83 |
| 29 | SUGAMATHI.A                     | B.E BIOMEDICAL ENGINEERING | ZIFO RnD Solutions   | 4.76        |
| 30 | VAISHNAVI.J                     | B.E BIOMEDICAL ENGINEERING | Tata Consultancy Services & Cognizant Technology Solutions | 3.36 & 4.01 |
| 31 | VINOVARTHINI.S                  | B.E BIOMEDICAL ENGINEERING | Cognizant Technology Solutions                             | 4.01        |
| 32 | ABDULLA BASHA.M                 | B.E. CIVIL ENGINEERING     | Naaval Construction, Erode                                 | 1.2         |
| 33 | DHANASANJAI C                   | B.E. CIVIL ENGINEERING     | Chandraa Builders, Bhavani                                 | 1.44        |
| 34 | GOKUL M                         | B.E. CIVIL ENGINEERING     | Arrow Rebar, Salem   | 1.8         |
| 35 | GUHAN K                         | B.E. CIVIL ENGINEERING     | Greensky Builders Pvt. Ltd, Gobi                           | 1.44        |
| 36 | ILAVARASAN S                    | B.E. CIVIL ENGINEERING     | Shanmathi Construction, Erode                              | 1.2         |
| 37 | JACINTHA M S                    | B.E. CIVIL ENGINEERING     | Sakthi Entreprises, Tiruppur                               | 1.44        |
| 38 | KALAMANI M R                    | B.E. CIVIL ENGINEERING     | BTR Constructions, Bhavanisagar                            | 1.2         |
| 39 | KAVIN K                         | B.E. CIVIL ENGINEERING     | RANA Constructions, Erode                                  | 1.44        |
| 40 | KIRAN KUMAR M                   | B.E. CIVIL ENGINEERING     | KRC Construction, Tiruppur                                 | 1.8         |
| 41 | KIRUBHANAND S                   | B.E. CIVIL ENGINEERING     | Shanmathi Construction, Erode                              | 1.2         |
| 42 | NABINESH S                      | B.E. CIVIL ENGINEERING     | Naaval Construction, Erode                                 | 1.2         |
| 43 | NANDHINI S                      | B.E. CIVIL ENGINEERING     | Greensky Builders Pvt. Ltd, Gobi                           | 1.44        |
| 44 | NAVEEN S                        | B.E. CIVIL ENGINEERING     | Design Wise Structural, Erode                              | 1.2         |
| 45 | NIRMAL R                        | B.E. CIVIL ENGINEERING     | Chandraa Builders, Bhavani                                 | 1.44        |
| 46 | NOAH JAISINGH R                 | B.E. CIVIL ENGINEERING     | Sri Andavar Construction, Dharapuram                       | 1.44        |
| 47 | PRAVEEN G                       | B.E. CIVIL ENGINEERING     | Shanmathi Construction, Erode                              | 1.2         |
| 48 | PRAVEEN R                       | B.E. CIVIL ENGINEERING     | Sridhar & Co, Erode  | 1.2         |
| 49 | RAGAVENDRAN P                   | B.E. CIVIL ENGINEERING     | Naaval Construction, Erode                                 | 1.2         |
| 50 | SALAMON RAJA S                  | B.E. CIVIL ENGINEERING     | RANA Constructions, Erode                                  | 1.44        |
| 51 | SANTHOSH S                      | B.E. CIVIL ENGINEERING     | Krishnamoorthi Contractor, Erode                           | 1.2         |
| 52 | SAYYID MOHAMMED NAFHATHULLA C M | B.E. CIVIL ENGINEERING     | Build Next, Kannur, Kerala                                 | 1.8         |
| 53 | SHAHID HUSSAIN MIR              | B.E. CIVIL ENGINEERING     | Build Next, Kannur, Kerala                                 | 1.8         |

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|----|--------------------|--|------------------------------------|----------|
| 54 | SIVASAKTHI BALAN S | B.E. CIVIL ENGINEERING                   | Arrow Rebar, Salem                 | 1.8      |
| 55 | SRISHAASHTA S      | B.E. CIVIL ENGINEERING                   | Sridhar & Co, Erode                | 1.2      |
| 56 | SUKUMAR R          | B.E. CIVIL ENGINEERING                   | RS Construction, Erode             | 1.44     |
| 57 | THAROON B          | B.E. CIVIL ENGINEERING                   | RANA Constructions, Erode          | 1.44     |
| 58 | USHA M             | B.E. CIVIL ENGINEERING                   | Sakthi Entreprises, Tiruppur       | 1.44     |
| 59 | YAKSHA K           | B.E. CIVIL ENGINEERING                   | Sakthi Entreprises, Tiruppur       | 1.44     |
| 60 | BASKAR.K           | B.E. CIVIL ENGINEERING                   | Arrow Rebar, Salem                 | 1.8      |
| 61 | GUNASEKARAN.M      | B.E. CIVIL ENGINEERING                   | Sridhar & Co, Erode                | 1.2      |
| 62 | MANIMARAN. A       | B.E. CIVIL ENGINEERING                   | Aravindh Builders, Erode           | 1.44     |
| 63 | NAVEEN.N.M         | B.E. CIVIL ENGINEERING                   | Vijay Associates, Tiruppur         | 1.44     |
| 64 | RAJA.P             | B.E. CIVIL ENGINEERING                   | BTR Constructions,<br>Bhavanisagar | 1.2      |
| 65 | SHREENATH S        | B.E. CIVIL ENGINEERING                   | BTR Constructions,<br>Bhavanisagar | 1.2      |
| 66 | AKSHAYAPRIYA.B.S   | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Tata Consultancy Service           | 3.36     |
| 67 | ANDROGOWSIKA.J     | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | DXC Technology                     | 4.2      |
| 68 | ASHWIN S R         | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Sonata Software                    | 4        |
| 69 | BHARATHRAJ.P       | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Sopra steria                       | 6        |
| 70 | BHASKAR M          | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Mphasis                            | 3.25     |
| 71 | BHAVADHARANI R A   | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Vinsinfo                           | 3.3      |
| 72 | BHUVANESHWARI J    | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Vee Technologies                   | 3        |
| 73 | BHUVANESWARAN K    | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Cognizant                          | 4        |
| 74 | CHATHRIYA K        | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Tech Mahindra & Cognizant          | 3.25 & 4 |
| 75 | CHENNIYANGIRLS     | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Vee Technologies                   | 3        |
| 76 | DHAKSHIN PRASATH D | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Avasoft                            | 5        |
| 77 | DHANAPRIYA R       | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | imatiz                             | 1.44     |
| 78 | DHARANIDHARAN.A.C  | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Avasoft                            | 5        |
| 79 | DHARSHINI.K        | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | DXC Technology                     | 4.2      |
| 80 | DHYAN APARNA.M     | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Cognizant                          | 4        |
| 81 | DINESHBABU.K       | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | DXC Technology                     | 4.2      |
| 82 | DINESHKUMAR. K     | B.E. COMPUTER SCIENCE AND<br>ENGINEERING | Cognizant & Avasoft                | 4 & 5    |

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|-----|-------------------|---------------------------------------|---|---------------|
| 83  | DIVYA SRLL        | B.E. COMPUTER SCIENCE AND ENGINEERING | Vintorix  | 2.64          |
| 84  | FARHANAJ          | B.E. COMPUTER SCIENCE AND ENGINEERING | Sopra steris & DXC Technology                     | 4 & 4.2       |
| 85  | GEORGE WILSON G   | B.E. COMPUTER SCIENCE AND ENGINEERING | Tata Consultancy Service Digital & DXC Technology | 7 & 4.2       |
| 86  | GNANAPRAVEENAR    | B.E. COMPUTER SCIENCE AND ENGINEERING | Aspire systems                                    | 3.8           |
| 87  | GOKUL KRISHNAN.P  | B.E. COMPUTER SCIENCE AND ENGINEERING | Cognizant & Tata Consultancy Service              | 4 & 3.36      |
| 88  | GOKUL.R           | B.E. COMPUTER SCIENCE AND ENGINEERING | Intellect design                                  | 5             |
| 89  | GOKULADHARSHINI R | B.E. COMPUTER SCIENCE AND ENGINEERING | Aspire systems                                    | 3.8           |
| 90  | GOWTHAM M         | B.E. COMPUTER SCIENCE AND ENGINEERING | imatiz  | 1.44          |
| 91  | GOWTHAM V         | B.E. COMPUTER SCIENCE AND ENGINEERING | AB Academy's The English Council                  | 1.32          |
| 92  | GOWTHAMAN R       | B.E. COMPUTER SCIENCE AND ENGINEERING | Aspire systems                                    | 3.8           |
| 93  | HARI HARAN.S      | B.E. COMPUTER SCIENCE AND ENGINEERING | Aspire systems                                    | 3.8           |
| 94  | HEYMANTHKUMARA    | B.E. COMPUTER SCIENCE AND ENGINEERING | Cognizant & Accenture                             | 4 & 4.5       |
| 95  | ISHWARYAN         | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology                                    | 4.2           |
| 96  | JAGADEEP.E        | B.E. COMPUTER SCIENCE AND ENGINEERING | Avasoft   | 5             |
| 97  | JAYASRI R         | B.E. COMPUTER SCIENCE AND ENGINEERING | Vintorix  | 2.64          |
| 98  | KALAIYARASI B     | B.E. COMPUTER SCIENCE AND ENGINEERING | Accenture & Tata Consultancy Service              | 4.5 & 3.36    |
| 99  | KAMESH.P          | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology                                    | 4.2           |
| 100 | KARTHIKEYAN G     | B.E. COMPUTER SCIENCE AND ENGINEERING | Avasoft   | 5             |
| 101 | KAVIKEERTHANA P   | B.E. COMPUTER SCIENCE AND ENGINEERING | imatiz  | 1.44          |
| 102 | KAVINAG           | B.E. COMPUTER SCIENCE AND ENGINEERING | Cognizant   | 4             |
| 103 | KAVIN KUMAR G     | B.E. COMPUTER SCIENCE AND ENGINEERING | Avasoft   | 5             |
| 104 | KAVIYA V N        | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology & Cognizant                        | 4.2 & 4       |
| 105 | KAVYASHRI V       | B.E. COMPUTER SCIENCE AND ENGINEERING | Aspire systems                                    | 3.8           |
| 106 | KIRUTHIKA D       | B.E. COMPUTER SCIENCE AND ENGINEERING | Cognizant, Accenture & DXC Technology             | 4, 4.5 & 4.32 |
| 107 | KOWSALYA.E        | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology                                    | 4.2           |
| 108 | KOWSALYA M        | B.E. COMPUTER SCIENCE AND ENGINEERING | Codingmart  | 7.2           |
| 109 | LAVANYA S         | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology & Tata Consultancy Service         | 4.2 & 3.36    |
| 110 | LOGESH.P          | B.E. COMPUTER SCIENCE AND ENGINEERING | Centizen  | 3             |
| 111 | LOGESHWARAN.S     | B.E. COMPUTER SCIENCE AND ENGINEERING | Vinsinfo  | 3.3           |

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|-----|-------------------|---------------------------------------|--|---------------|
| 112 | MADHANPRASANTH.P  | B.E. COMPUTER SCIENCE AND ENGINEERING | Kumaran systems                                      | 4             |
| 113 | MAHALAKSHMI R     | B.E. COMPUTER SCIENCE AND ENGINEERING | Maveric through Igen                                 | 3.1           |
| 114 | MANOJ KUMAR.M     | B.E. COMPUTER SCIENCE AND ENGINEERING | Vinsinfo   | 3.3           |
| 115 | MOHAMED FAREETH.F | B.E. COMPUTER SCIENCE AND ENGINEERING | imatiz   | 1.44          |
| 116 | MOHAMUDA RILA M A | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC  | 4.2           |
| 117 | MURALI KUMAR R    | B.E. COMPUTER SCIENCE AND ENGINEERING | imatiz   | 1.44          |
| 118 | NANDHAKUMAR.C     | B.E. COMPUTER SCIENCE AND ENGINEERING | Codingmart   | 7.2           |
| 119 | NAVEENKUMAR S     | B.E. COMPUTER SCIENCE AND ENGINEERING | imatiz   | 1.44          |
| 120 | NISHANTH C        | B.E. COMPUTER SCIENCE AND ENGINEERING | Sopra steria   | 6             |
| 121 | NITHARSHNA.S      | B.E. COMPUTER SCIENCE AND ENGINEERING | Cognizant  | 4             |
| 122 | NITHESHWAR.A.M    | B.E. COMPUTER SCIENCE AND ENGINEERING | Primesoft Enterprise IT Services PVT LTD             | 3             |
| 123 | NITHIN. A         | B.E. COMPUTER SCIENCE AND ENGINEERING | AB Academy's<br>The English Council                  | 1.32          |
| 124 | NITHYASRI.R.B.    | B.E. COMPUTER SCIENCE AND ENGINEERING | Purpleslate  | 6             |
| 125 | PANDI DURALM      | B.E. COMPUTER SCIENCE AND ENGINEERING | imatiz   | 1.44          |
| 126 | PAVITHRA M        | B.E. COMPUTER SCIENCE AND ENGINEERING | Aspire systems                                       | 3.8           |
| 127 | PAVITHRAN P       | B.E. COMPUTER SCIENCE AND ENGINEERING | Igen   | 3             |
| 128 | PRADEEP M         | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology                                       | 4.2           |
| 129 | PRADEEP P         | B.E. COMPUTER SCIENCE AND ENGINEERING | Aspire systems                                       | 3.8           |
| 130 | PRANESH. RN       | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology, Cognizant & Tata Consultancy Service | 4.2, 4 & 3.36 |
| 131 | RANJANI M         | B.E. COMPUTER SCIENCE AND ENGINEERING | Vintorix   | 2.64          |
| 132 | RANJITHA.R        | B.E. COMPUTER SCIENCE AND ENGINEERING | Sopra steria   | 6             |
| 133 | SANJAI KUMAR.N    | B.E. COMPUTER SCIENCE AND ENGINEERING | Igen   | 3             |
| 134 | SANJAY G          | B.E. COMPUTER SCIENCE AND ENGINEERING | Aspire systems                                       | 3.8           |
| 135 | SARAN KUMAR S     | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology & Cognizant                           | 4.2 & 4       |
| 136 | SARAN SHANKER.S   | B.E. COMPUTER SCIENCE AND ENGINEERING | Tata Consultancy Service & Accenture                 | 3.36 & 4.5    |
| 137 | SATHISHKUMAR. P   | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology                                       | 4.2           |
| 138 | C.SHANKAR         | B.E. COMPUTER SCIENCE AND ENGINEERING | imatiz   | 1.44          |
| 139 | SHARVESH.P.S      | B.E. COMPUTER SCIENCE AND ENGINEERING | DXC Technology                                       | 4.2           |
| 140 | SHATYADEEB.K      | B.E. COMPUTER SCIENCE AND ENGINEERING | Tata Consultancy Service (digital)                   | 7             |

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|-----|-----------------------------|--|--|-------|
| 141 | SHEELA S                    | B.E. COMPUTER SCIENCE AND ENGINEERING          | Cognizant & HP                         | 4 & 8 |
| 142 | SIVADHARANI R               | B.E. COMPUTER SCIENCE AND ENGINEERING          | Kaar tech                              | 8     |
| 143 | SIVAPRAKASH M               | B.E. COMPUTER SCIENCE AND ENGINEERING          | DXC                                    | 4.2   |
| 144 | SOMNATH GORAI P             | B.E. COMPUTER SCIENCE AND ENGINEERING          | DXC                                    | 4.2   |
| 145 | SRJAYAKANTH K               | B.E. COMPUTER SCIENCE AND ENGINEERING          | imatiz                                 | 1.44  |
| 146 | SRIMATHI P                  | B.E. COMPUTER SCIENCE AND ENGINEERING          | imatiz                                 | 1.44  |
| 147 | TAMILARASAN M               | B.E. COMPUTER SCIENCE AND ENGINEERING          | Mphasis                                | 3.25  |
| 148 | VAISHNAVL K                 | B.E. COMPUTER SCIENCE AND ENGINEERING          | Purple slate                           | 6     |
| 149 | VIGNESH KUMAR M             | B.E. COMPUTER SCIENCE AND ENGINEERING          | DXC                                    | 4.2   |
| 150 | VIJAYARAJA D                | B.E. COMPUTER SCIENCE AND ENGINEERING          | Kaar tech                              | 6.5   |
| 151 | VIMAL M P                   | B.E. COMPUTER SCIENCE AND ENGINEERING          | imatiz                                 | 1.44  |
| 152 | VISHNU R                    | B.E. COMPUTER SCIENCE AND ENGINEERING          | Cognizant                              | 4     |
| 153 | ASHADEVI K S                | B.E. COMPUTER SCIENCE AND ENGINEERING          | Avasoft                                | 5.5   |
| 154 | KAVIN U                     | B.E. COMPUTER SCIENCE AND ENGINEERING          | Aspire systems                         | 3.8   |
| 155 | KOUSHICK KUMAR K            | B.E. COMPUTER SCIENCE AND ENGINEERING          | Igen                                   | 3     |
| 156 | SAKTHIVEL S                 | B.E. COMPUTER SCIENCE AND ENGINEERING          | VTG                                    | 3     |
| 157 | SAMUELA                     | B.E. COMPUTER SCIENCE AND ENGINEERING          | Vinsinfo                               | 3.3   |
| 158 | SANJAY S                    | B.E. COMPUTER SCIENCE AND ENGINEERING          | imatiz                                 | 1.44  |
| 159 | THIYAGU G                   | B.E. COMPUTER SCIENCE AND ENGINEERING          | Vintorix                               | 2.64  |
| 160 | SARANYASIVASHANGARI M       | B.E. COMPUTER SCIENCE AND ENGINEERING          | Vinsinfo                               | 3.3   |
| 161 | ABINESH J                   | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16  |
| 162 | ABIRAMI P                   | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01  |
| 163 | ABISHEK D                   | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16  |
| 164 | AJITH R                     | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01  |
| 165 | AJMEERI NASRIN THASLIMA A H | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | DXC Technologies                       | 4.2   |
| 166 | AMITKUMAR SHARMA R          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Kaar Technologies                      | 6.5   |
| 167 | ANUPRIYA R                  | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | AGTRS IDART PVT Ltd                    | 2.16  |
| 168 | ARUN S K                    | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Aalamsoft Technologies                 | 3.5   |
| 169 | ARUN U T                    | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | ACCENTURE                              | 4.5   |

*S. Srinivas*

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|-----|--------------------------|--|--|------|
| 170 | ARUNA P                  | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | TCS                                    | 7    |
| 171 | ARUNKUMAR G              | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Avasoft                                | 5    |
| 172 | AYYASAMY M               | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 173 | BALAMURUGAN K            | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | ACCENTURE                              | 4.5  |
| 174 | BHOOPESH R K             | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Aspire systems                         | 3.8  |
| 175 | DEEPAK M                 | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Shlash Info solutions                  | 2.5  |
| 176 | DEEPAK S                 | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | DXC Technologies                       | 4.2  |
| 177 | DEEPIKA S                | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 178 | DHANESH C                | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Imatiz                                 | 1.44 |
| 179 | DHARANI S                | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Sonata                                 | 4    |
| 180 | DHARSHITH K              | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 181 | DINESH S                 | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 182 | DIVYASRI M               | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 183 | ELAVARASAN K             | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | TCS                                    | 3.36 |
| 184 | GAUTAM KUMAR RAI D       | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | DXC Technologies                       | 4.2  |
| 185 | GOWSHIK B                | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Sonata                                 | 4    |
| 186 | GUNASEKARAN P            | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | DXC Technologies                       | 4.2  |
| 187 | HARIHARAN R              | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 188 | HARIHARAN S              | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Aspire systems                         | 3.8  |
| 189 | HARIKUMAR G              | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Imatiz                                 | 1.44 |
| 190 | HARINI R                 | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 191 | HARIPRIYA R              | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | AGTRS IDART PVI Ltd                    | 2.16 |
| 192 | HEMADHARSHINI K          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Vee Technologies                       | 3    |
| 193 | IRUTHAYARAJ RICHARDSON P | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Mphasis                                | 3.25 |
| 194 | JAMBUKESWARAN S          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | VINSINFO                               | 3.31 |
| 195 | JEEVA M                  | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Palle Technologies                     | 2    |
| 196 | KAMALJ K                 | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | AB Academy                             | 1.2  |
| 197 | KARTHIKRAJA J            | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | DXC Technologies                       | 4.2  |
| 198 | KARUPPUSAMY A            | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |

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| 199 | KAVIN H           | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 200 | KAVIN PRASATH T S | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 201 | KAVINESH T        | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Sense7ai                               | 3.15 |
| 202 | KAVINKUMAR S      | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 203 | KEERTHANA G       | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Imatiz                                 | 1.44 |
| 204 | KEERTHANA N       | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | TCS                                    | 3.36 |
| 205 | KEERTHANA N       | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | DXC Technologies                       | 4.2  |
| 206 | KIRUBANTHI S      | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 207 | KISHORE KUMAR S   | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 208 | LAL DHIVYASAGAR V | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 209 | LAVANYA K         | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Vintorix                               | 2.64 |
| 210 | LOGESHWARAN K     | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | VINSINFO                               | 3.31 |
| 211 | MEGALA K          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lingeshwara Creations                  | 1.8  |
| 212 | MOHAMED HAMIL G   | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Mphasis                                | 3.25 |
| 213 | MOHANPRASANTH D   | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 214 | MONISH KUMAR N    | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | DXC Technologies                       | 4.2  |
| 215 | MONISH R          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 216 | NALANKUMAR G M    | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | VINSINFO                               | 3.31 |
| 217 | NANDEESWARAN S    | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 218 | NARMATHA GU       | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | ILM                                    | 2.52 |
| 219 | NISHANTH R        | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Mahindra Next Wealth                   | 1.5  |
| 220 | NITHISH KUMAR V   | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 221 | PONRATHESH C D    | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 222 | PRABHANANTHAN E   | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Mahindra Next Wealth                   | 1.5  |
| 223 | PRADEEP U         | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 224 | PRANESH S         | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Vintorix                               | 2.64 |
| 225 | PRASANTH S        | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | TCS                                    | 3.36 |
| 226 | PRAVEEN M         | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Star Engineering                       | 1.8  |
| 227 | PUVIYARASU S      | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Ffreedom App                           | 2.64 |

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| 228 | RAGURAM S V         | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 229 | RAMJI P             | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Sopra Steria                           | 6    |
| 230 | RAMYA V             | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Maveric Systems Ltd                    | 3    |
| 231 | SAKTHIVEL P         | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 232 | SANJAY A            | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Avasoft                                | 5    |
| 233 | SATHYA R            | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Vintorix                               | 2.64 |
| 234 | SAVITHA P S         | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Mphasis                                | 3.25 |
| 235 | SIMIN FATHIMA S     | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | ACCENTURE                              | 6.5  |
| 236 | SNEKHA S            | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | CTS                                    | 4.01 |
| 237 | SOWNDHAR P          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | TCS                                    | 3.36 |
| 238 | SRIDHAR S           | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 239 | SRIKANTH M          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | ILM                                    | 2.52 |
| 240 | STEEPHANRAJ G       | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Imatiz                                 | 1.44 |
| 241 | SUBASRI S           | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Imatiz                                 | 1.44 |
| 242 | THANIGAI VENDAN C J | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Vintorix                               | 2.64 |
| 243 | VARSHINI N          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | AGTRS IDART PVt Ltd                    | 2.16 |
| 244 | VASANTHAN S         | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 245 | VENKATESAN N        | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | DXC Technologies                       | 4.2  |
| 246 | VENKATESHWARAN T    | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | IGEN                                   | 2.8  |
| 247 | VIKASH D            | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Palle Technologies                     | 2    |
| 248 | YOGANATH J          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Indoshell cast                         | 1.8  |
| 249 | BALAVENKATESH R     | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 250 | DHAMOTHAR P         | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Nanolitho Technologies                 | 2.64 |
| 251 | KARTHICK C          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 252 | KARTHIKEYAN A       | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | DXC Technologies                       | 4.2  |
| 253 | KAVINRAJ R          | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |
| 254 | VIKNESH E           | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | ACCENTURE                              | 3.83 |
| 255 | VISHNU B            | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Criterion Screeners                    | 2.54 |
| 256 | GNANAKUMAR S        | B.E. ELECTRONICS AND COMMUNICATION ENGINEERING | Lakshmi Electrical Drives and Controls | 2.16 |

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| 257 | RAJEEV P R        | B.E. ELECTRICAL AND COMMUNICATION ENGINEERING | Yes Technologies                        | 3    |
| 258 | SUTHARAHAN S      | B.E. ELECTRICAL AND COMMUNICATION ENGINEERING | Ayazsoft                                | 5    |
| 259 | VIGNESHWARAN S    | B.E. ELECTRICAL AND COMMUNICATION ENGINEERING | Takshumi Electrical Drives and Controls | 2.16 |
| 260 | AJAY PRAKASH A    | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | MOBITECH WIRELESS SOLUTION              | 2.75 |
| 261 | BOOPATHIRAJA B    | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | TCS(DIGITAL)                            | 7    |
| 262 | CHINAA SRI D      | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | KAAR TECHNOLOGY                         | 6.5  |
| 263 | JEEVANANDHAM B R  | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | RENAULT NISSAN                          | 4.25 |
| 264 | JOTHI NIVETHA V   | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | DXC                                     | 4.2  |
| 265 | KAVIYA S          | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | AGERS IDART PVT LTD                     | 2.16 |
| 266 | KESAVA PANDIYAN G | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | DXC                                     | 4.2  |
| 267 | KOWSALYA G        | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | ACCENTURE                               | 4.58 |
| 268 | MANIKANDAN N      | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | BKY SOLARS                              | 1.44 |
| 269 | MATHAN LAL M L    | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | ACCENTURE                               | 4.58 |
| 270 | NAVJEN KUMAR J    | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | iMatiz                                  | 1.8  |
| 271 | NIVETHA P         | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | TCS[NINJA]                              | 3.36 |
| 272 | PRATHIKSHA S      | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | DXC                                     | 4.2  |
| 273 | PRITHIGA G        | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | VINSINFO                                | 3    |
| 274 | SANTHOSH B        | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | MOBITECH WIRELESS SOLUTION              | 2.75 |
| 275 | SANIKUMAR I       | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | REAL TECH GPS PVT LTD.                  | 2    |
| 276 | SATHANANTHUM R    | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | VINTORIX                                | 2.64 |
| 277 | SIYAKUMAR S       | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | RENAULT NISSAN                          | 4.25 |
| 278 | SREERAG S         | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | COGNIZANT                               | 4    |
| 279 | SUGANYA K         | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | DXC                                     | 4.2  |
| 280 | SULASKUMAR S      | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | REVENT PRECISION ENGINEERING LIMITED    | 2.3  |
| 281 | SUKESH S          | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | KAAR TECH                               | 6.5  |
| 282 | VIPIN S           | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | TCS[NINJA]                              | 3.36 |
| 283 | ARVIND B K        | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | ACCENTURE                               | 4.58 |
| 284 | DRAMOTHARAN P S   | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | DATA PATTERN                            | 3    |
| 285 | DIHENA B          | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING   | SPIC                                    | 2.64 |

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| 286 | KRISHNA PRASATH K     | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING | MAVERIC  | 2.8                   |
| 287 | MANIKANDAN V          | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING | ILM  | 2                     |
| 288 | SAKTHIVEL S           | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING | SPIC   | 2.64                  |
| 289 | ARUN N                | B.E. ELECTRICAL AND ELECTRONICS ENGINEERING | DXC  | 4.2                   |
| 290 | BHARANIDHARAN M       | B.E. MECHANICAL ENGINEERING                 | Cognizant  | 4                     |
| 291 | BOOPATHY S            | B.E. MECHANICAL ENGINEERING                 | Sense7Ai & Nouveaux Industries                     | 3 & 2.75              |
| 292 | FASIMA BANU B         | B.E. MECHANICAL ENGINEERING                 | Cognizant & Accenture                              | 4 & 4.58              |
| 293 | JAMBUKESHWARAN. K     | B.E. MECHANICAL ENGINEERING                 | Nouveaux Industries                                | 2.75                  |
| 294 | JANAGA NANDHINI M.P   | B.E. MECHANICAL ENGINEERING                 | DXC Technologies, Renault Nissan, Accenture & KG   | 4.2, 4.25, 4.58 & 2.4 |
| 295 | JEEVAN PRASATH. D     | B.E. MECHANICAL ENGINEERING                 | NCR Corporation Ltd.                               | 1.98                  |
| 296 | KIRUTHIKA M           | B.E. MECHANICAL ENGINEERING                 | DXC Technologies, Renault Nissan, Cognizant & KG   | 4.2, 4.25, 4 & 2.4    |
| 297 | KISHOR A              | B.E. MECHANICAL ENGINEERING                 | DXC Technologies, VinsInfo, Cognizant & Aerele     | 4.2, 3, 4 & 3.5       |
| 298 | MUTHUKARUPPANASAMY. V | B.E. MECHANICAL ENGINEERING                 | NCR Corporation Ltd.                               | 1.98                  |
| 299 | NAVEEN M K            | B.E. MECHANICAL ENGINEERING                 | DXC Technologies                                   | 4.2                   |
| 300 | SANKAR N              | B.E. MECHANICAL ENGINEERING                 | NCR Corporation Ltd.                               | 1.98                  |
| 301 | VELAYUTHAM.P          | B.E. MECHANICAL ENGINEERING                 | ILM  | 2.52                  |
| 302 | BALAJI A              | B.E. MECHANICAL ENGINEERING                 | Bright Star Education                              | 2.4                   |
| 303 | BARATH.C.V            | B.E. MECHANICAL ENGINEERING                 | Lakshmi Electrical Control System & Indoshell Cast | 2.16 & 1.8            |
| 304 | DHARANEESH P          | B.E. MECHANICAL ENGINEERING                 | Indoshell Cast                                     | 1.8                   |
| 305 | DILIP KUMAR.T         | B.E. MECHANICAL ENGINEERING                 | Titan  | 1.62                  |
| 306 | JAGADEESH S           | B.E. MECHANICAL ENGINEERING                 | Indoshell Cast                                     | 1.8                   |
| 307 | JAWAHAR SURIYA.V      | B.E. MECHANICAL ENGINEERING                 | UCAL Fuel Systems                                  | 1.5                   |
| 308 | JEGAN S               | B.E. MECHANICAL ENGINEERING                 | Mapal India Pvt. Ltd. & TVS Upasana                | 2.79 & 1.92           |
| 309 | PRANAV KARTHIKEYAN A  | B.E. MECHANICAL ENGINEERING                 | DXC Technologies & Cognizant                       | 4.2 & 4               |
| 310 | SABARISH K            | B.E. MECHANICAL ENGINEERING                 | DXC Technologies                                   | 4.2                   |
| 311 | SIVAGURU.M            | B.E. MECHANICAL ENGINEERING                 | Mapal India Pvt. Ltd. & TVS Upasana                | 2.79 & 1.92           |
| 312 | SOUNDER RAJ.K         | B.E. MECHANICAL ENGINEERING                 | DXC Technologies                                   | 4.2                   |
| 313 | VIJAYAKUMAR.G         | B.E. MECHANICAL ENGINEERING                 | TVS Upasana, NCR Corporation Ltd. & Indoshell      | 1.92, 1.98 & 1.8      |
| 314 | CHANDRU.P             | B.E. MECHANICAL ENGINEERING                 | TCS  | 3.36                  |

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| 315 | PRAVEEN.S          | B.E. MECHANICAL ENGINEERING | Delphi TVS   | 1.8        |
| 316 | VIJAY PRASATH G    | B.E. MECHANICAL ENGINEERING | Indoshell Cast   | 1.8        |
| 317 | KANIMOZHI C        | B.TECH CHEMICAL ENGINEERING | DXC - Technology                                       | 4          |
| 318 | AKASH T            | B.TECH CHEMICAL ENGINEERING | Southern Petrochemical Industries Corporation Limited- | 2.4        |
| 319 | RAJARAJEESHWARAN K | B.TECH CHEMICAL ENGINEERING | Relproc - Coimbatore & Indian Molasses Company         | 1.2 & 2.46 |
| 320 | RAJESH KUMAR S     | B.TECH CHEMICAL ENGINEERING | Relproc - Coimbatore & Indian Molasses Company         | 1.2 & 2.46 |
| 321 | BASIL YOUNACHAN    | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 322 | DINESH M           | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 323 | SIBICHANDRU P      | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 324 | SANJAY R           | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 325 | MANO S             | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 326 | RANJITH KUMAR M    | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 327 | YUBARAJ V C        | B.TECH CHEMICAL ENGINEERING | Relproc - Coimbatore & Indian Molasses Company         | 1.2 & 2.46 |
| 328 | HARIHARAN P        | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 329 | GOWTHAMAN V        | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 330 | KRISHNAN S         | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 331 | HARIHARAN R        | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 332 | KRISHNA PRASAT M   | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 333 | MADHAVAN M         | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 334 | SARAVANAN A        | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 335 | JEEVITH G K        | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 336 | NAVEEN KUMAR K M   | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 337 | VIJAYARAGAVAN A    | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 338 | SIVA SUDAR MANI T  | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 339 | SIVA PRAKASH C     | B.TECH CHEMICAL ENGINEERING | RELPROC ENGINEERING -Coimbatore                        | 1.2        |
| 340 | SRIHARAN M         | B.TECH CHEMICAL ENGINEERING | TAGROS Chemicals Pvt Ltd - Cuddalore                   | 1.87       |
| 341 | GOPINATH N         | B.TECH CHEMICAL ENGINEERING | TAGROS Chemicals Pvt Ltd - Cuddalore                   | 1.87       |
| 342 | SUBASH P           | B.TECH CHEMICAL ENGINEERING | TAGROS Chemicals Pvt Ltd - Cuddalore                   | 1.87       |
| 343 | PRAVEEN T          | B.TECH CHEMICAL ENGINEERING | TAGROS Chemicals Pvt Ltd - Cuddalore                   | 1.87       |

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|-----|-------------------------|--------------------------------|--------------------------------------|---------|
| 344 | JEEVA J                 | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 345 | VUJAYANAND A            | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 346 | SABARIRAJA V            | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 347 | WASIM AKRAM M           | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 348 | NANDHAKUMAR S           | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 349 | DEVALINGAM M            | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 350 | HARIHARAN B             | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 351 | RAGHURAMAN M            | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 352 | CHIRANJEVI ANISH        | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 353 | HARIHARAN A             | B.TECH CHEMICAL ENGINEERING    | TAGROS Chemicals Pvt Ltd - Cuddalore | 1.87    |
| 354 | NISHWIN SAJEEV          | B.TECH CHEMICAL ENGINEERING    | FERMION ENERGY LIMITED               | 1.8     |
| 355 | HARIKRISHNAN K G        | B.TECH CHEMICAL ENGINEERING    | FERMION ENERGY LIMITED               | 1.8     |
| 356 | AKHIL B JOHN            | B.TECH CHEMICAL ENGINEERING    | FERMION ENERGY LIMITED               | 1.8     |
| 357 | SANAKKIYA M             | B.TECH CHEMICAL ENGINEERING    | FERMION ENERGY LIMITED               | 1.8     |
| 358 | YOKESH V                | B.TECH CHEMICAL ENGINEERING    | FERMION ENERGY LIMITED               | 1.8     |
| 359 | VINOTH KUMAR S          | B.TECH CHEMICAL ENGINEERING    | SAKTHI AUTO COMPONENTS,TIRUPUR       | 1.2     |
| 360 | AARTHI . M              | B.TECH. INFORMATION TECHNOLOGY | Foxconn Technology                   | 2.2     |
| 361 | AKASH CHANDRU . S       | B.TECH. INFORMATION TECHNOLOGY | Aspire                               | 3.8     |
| 362 | AKSHAY M                | B.TECH. INFORMATION TECHNOLOGY | CTS                                  | 4       |
| 363 | AMEENA BEGUM . K        | B.TECH. INFORMATION TECHNOLOGY | DXC                                  | 4.2     |
| 364 | ANANTHA VIBHUSHINEE . S | B.TECH. INFORMATION TECHNOLOGY | CTS/DXC                              | 4 & 4.2 |
| 365 | ARUN . T                | B.TECH. INFORMATION TECHNOLOGY | Virtusa CSPL                         | 5.5     |
| 366 | ASHOK KUMAR . E         | B.TECH. INFORMATION TECHNOLOGY | ILM                                  | 2.5     |
| 367 | BHUVANESHWARAN.S        | B.TECH. INFORMATION TECHNOLOGY | CTS                                  | 4       |
| 368 | BOOPATHI RAJA . V       | B.TECH. INFORMATION TECHNOLOGY | ILM                                  | 2.5     |
| 369 | DEEPIKA V               | B.TECH. INFORMATION TECHNOLOGY | CTS                                  | 4       |
| 370 | DHARANIESHAN.S          | B.TECH. INFORMATION TECHNOLOGY | CTS / DXC                            | 4 & 4.2 |
| 371 | DHARANYA . S            | B.TECH. INFORMATION TECHNOLOGY | ILM                                  | 2.5     |
| 372 | DHINESH KUMAR . S       | B.TECH. INFORMATION TECHNOLOGY | Kasadara Tech                        | 1.4     |

*S. Kumar*

|     |                      |                                |                    |      |
|-----|----------------------|--------------------------------|--------------------|------|
| 373 | DHIYANESHWARAN . B   | B.TECH. INFORMATION TECHNOLOGY | Kasadara Tech      | 1.4  |
| 374 | DINESH . R           | B.TECH. INFORMATION TECHNOLOGY | Vinsinfo           | 3    |
| 375 | DINESH KUMAR.T       | B.TECH. INFORMATION TECHNOLOGY | Purpleslate        | 6    |
| 376 | GOKUL KISHORE . S.K  | B.TECH. INFORMATION TECHNOLOGY | ILM                | 2.5  |
| 377 | HARI HARAN . M       | B.TECH. INFORMATION TECHNOLOGY | AVASOFT            | 5    |
| 378 | HARI HARAN . M       | B.TECH. INFORMATION TECHNOLOGY | AVASOFT            | 5    |
| 379 | HEMA LATHA . G       | B.TECH. INFORMATION TECHNOLOGY | iGEN - ITSS        | 3    |
| 380 | INDHUVADHANI . S     | B.TECH. INFORMATION TECHNOLOGY | Tech Mahendra      | 4    |
| 381 | KARTHI . S           | B.TECH. INFORMATION TECHNOLOGY | TCS                | 4    |
| 382 | KAVITHA . M          | B.TECH. INFORMATION TECHNOLOGY | AVASOFT            | 5    |
| 383 | KEERTHANA P          | B.TECH. INFORMATION TECHNOLOGY | Vinsinfo           | 3    |
| 384 | KEERTHANA . S        | B.TECH. INFORMATION TECHNOLOGY | ITSS               | 2.86 |
| 385 | KEERTHANA . S        | B.TECH. INFORMATION TECHNOLOGY | Foxconn Technology | 2.2  |
| 386 | KEERTHANA . V        | B.TECH. INFORMATION TECHNOLOGY | Vinsinfo           | 3.31 |
| 387 | LAKSHMAN RAM.S       | B.TECH. INFORMATION TECHNOLOGY | DXC                | 4.2  |
| 388 | MOHAMED ASHIQ . S    | B.TECH. INFORMATION TECHNOLOGY | ILM                | 2.5  |
| 389 | MOHAMOD SUHAIL . J   | B.TECH. INFORMATION TECHNOLOGY | Kasadara Tech      | 1.4  |
| 390 | NAKUL ANAND . C      | B.TECH. INFORMATION TECHNOLOGY | AVASOFT            | 5    |
| 391 | NANDHAKUMARAN . S    | B.TECH. INFORMATION TECHNOLOGY | Kasadara Tech      | 1.4  |
| 392 | NITISH KUMAR.M       | B.TECH. INFORMATION TECHNOLOGY | Dhyan              | 4    |
| 393 | PRAGATHEESHWARAN . R | B.TECH. INFORMATION TECHNOLOGY | iGEN               | 3    |
| 394 | PRASAD . P           | B.TECH. INFORMATION TECHNOLOGY | ITSS               | 2.86 |
| 395 | PRIYANKA . B         | B.TECH. INFORMATION TECHNOLOGY | DXC                | 4.2  |
| 396 | RAGUL . M            | B.TECH. INFORMATION TECHNOLOGY | iGEN               | 3    |
| 397 | RAGURAM , G          | B.TECH. INFORMATION TECHNOLOGY | ITSS               | 2.86 |
| 398 | SARAN , P            | B.TECH. INFORMATION TECHNOLOGY | ITSS               | 2.86 |
| 399 | SATHYA P             | B.TECH. INFORMATION TECHNOLOGY | Accenture          | 4    |
| 400 | SIVANESHWARAN . M    | B.TECH. INFORMATION TECHNOLOGY | CTS                | 4    |
| 401 | SRINITHI . M         | B.TECH. INFORMATION TECHNOLOGY | CTS                | 4    |

*Srinithi*

|     |                       |                                |   |               |
|-----|-----------------------|--------------------------------|---|---------------|
| 402 | SRIRANJANI.B          | B.TECH. INFORMATION TECHNOLOGY | Kaar Technologies                                       | 6.5           |
| 403 | SUBASH.T              | B.TECH. INFORMATION TECHNOLOGY | Aspire  | 3.8           |
| 404 | SURESHKUMAR . S       | B.TECH. INFORMATION TECHNOLOGY | Kasadara Tech   | 1.4           |
| 405 | SUTHARSAN . K         | B.TECH. INFORMATION TECHNOLOGY | ILM   | 2.5           |
| 406 | TAMILARASU.S          | B.TECH. INFORMATION TECHNOLOGY | DXC   | 4.2           |
| 407 | VASANTH . K           | B.TECH. INFORMATION TECHNOLOGY | AVASOFT   | 5             |
| 408 | NANDHAPARAMESHWARI J  | B.TECH. INFORMATION TECHNOLOGY | Vinsinfo  | 3             |
| 409 | PRABHAKARAN M         | B.TECH. INFORMATION TECHNOLOGY | Kasadara Tech   | 1.4           |
| 410 | ARUNA.R               | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 411 | BHAVAN HARI KARTHIS.S | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 412 | CHANDINI. R           | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 413 | HARINI. R             | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 414 | KAVIYA. N             | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 415 | NIRMAL RAJ. M         | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 416 | POONGUZHALLI. T       | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 417 | POORNIMA. N           | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 418 | PRAWIN. A             | B.E AGRICULTURAL ENGINEERING   | DXC Technologies, Cognizant Technology Solutions & KGIS | 4.2, 4 & 2.63 |
| 419 | RAKESH. A             | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 420 | SRINITHI. G           | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 421 | THARSHINY.M.R         | B.E AGRICULTURAL ENGINEERING   | DXC Technologies  | 4.2           |
| 422 | MADHUMITHA R          | B.E AGRICULTURAL ENGINEERING   | Cognizant Technology Solutions                          | 4             |
| 423 | SINDHU S              | B.E AGRICULTURAL ENGINEERING   | Cognizant Technology Solutions                          | 4             |
| 424 | THARSHINY.M.R         | B.E AGRICULTURAL ENGINEERING   | Cognizant Technology Solutions                          | 4             |
| 425 | RAMANARAYANAN. S      | B.E AGRICULTURAL ENGINEERING   | KGIS  | 2.63          |
| 426 | SATHYAPRIYAN. R.      | B.E AGRICULTURAL ENGINEERING   | KGIS  | 2.63          |
| 427 | RAVIRAJKUMAR.R        | B.E AGRICULTURAL ENGINEERING   | ILM   | 2.52          |
| 428 | SAMINATHAN S R        | B.E AGRICULTURAL ENGINEERING   | ILM   | 2.52          |
| 429 | NAVEENA.P             | B.E AGRICULTURAL ENGINEERING   | AEE BEE Academy   | 1.2           |
| 430 | SRJKARTHI G           | B.E AGRICULTURAL ENGINEERING   | AEE BEE Academy   | 1.2           |



|     |                 |                                      |                                    |      |
|-----|-----------------|--------------------------------------|------------------------------------|------|
| 431 | SOBIKA. A       | B.E AGRICULTURAL ENGINEERING         | Foxconn                            | 2.16 |
| 432 | KARTHIKEYAN. M  | B.E AGRICULTURAL ENGINEERING         | Skypro Technologies                | 2.04 |
| 433 | THILLAIARASAN S | B.E AGRICULTURAL ENGINEERING         | AVT McCormick                      | 2.9  |
| 434 | PRADEEP KUMAR.S | B.E AGRICULTURAL ENGINEERING         | MobiTech                           | 2.66 |
| 435 | AISHWARYA.M     | MASTER OF BUSINESS<br>ADMINISTRATION | AB Academy                         | 1.48 |
| 436 | AKASH RAJU A    | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 437 | AKILA B         | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 438 | AMITHA R        | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 439 | AMITHA R        | MASTER OF BUSINESS<br>ADMINISTRATION | AB Academy                         | 1.48 |
| 440 | BHUVANESHWARI S | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 441 | BRINDHA S       | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 442 | DHANESH T       | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 443 | DHANESH T       | MASTER OF BUSINESS<br>ADMINISTRATION | Gboxz, Chennai                     | 25   |
| 444 | DINESHKUMAAR D  | MASTER OF BUSINESS<br>ADMINISTRATION | India Mart                         | 1.8  |
| 445 | DINESHKUMAAR D  | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 446 | ELAKEYA M       | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 447 | GOWTHAM RAJAN.N | MASTER OF BUSINESS<br>ADMINISTRATION | AB Academy                         | 1.48 |
| 448 | GUNASREE.G      | MASTER OF BUSINESS<br>ADMINISTRATION | AB Academy                         | 1.48 |
| 449 | GUNASREE.G      | MASTER OF BUSINESS<br>ADMINISTRATION | Zalaris, Chennai                   | 3    |
| 450 | INDHUJA S       | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 451 | INDHUJA S       | MASTER OF BUSINESS<br>ADMINISTRATION | Seyyon Hitech Poly Fabs Pvt<br>Ltd | 3    |
| 452 | JAYASURYA J     | MASTER OF BUSINESS<br>ADMINISTRATION | India Mart                         | 1.8  |
| 453 | JAYASURYA R     | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 454 | JEEVITHA P      | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 455 | JOHN VARGHESE   | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |
| 456 | KARTHIKEYAN C   | MASTER OF BUSINESS<br>ADMINISTRATION | Nandha Engineering College         | 1.2  |
| 457 | LOGESHWARAN.T   | MASTER OF BUSINESS<br>ADMINISTRATION | ILM                                | 3    |
| 458 | LOGESWARAN.T    | MASTER OF BUSINESS<br>ADMINISTRATION | AB Academy                         | 1.48 |
| 459 | MADHU BALAN V   | MASTER OF BUSINESS<br>ADMINISTRATION | Sureti Insurance                   | 2.5  |

*Signature*

|     |                     |                                   |   |         |
|-----|---------------------|-----------------------------------|---|---------|
| 460 | MADHU BALAN.V       | MASTER OF BUSINESS ADMINISTRATION | Sakthi Auto Components, Tirupur         | 2.5     |
| 461 | MOHANRAJ K          | MASTER OF BUSINESS ADMINISTRATION | Nandha Engineering College              | 1.2     |
| 462 | NAVEENKUMAR S       | MASTER OF BUSINESS ADMINISTRATION | Sureti Insurance                        | 2.5     |
| 463 | NAVEENKUMAR S       | MASTER OF BUSINESS ADMINISTRATION | Sakthi Auto Components, Tirupur         | 2       |
| 464 | PRAVEEN PAUL H      | MASTER OF BUSINESS ADMINISTRATION | Arihant Maxsell Technologies Pvt. Ltd   | 1.8     |
| 465 | RAJENDRA PRASAD.R   | MASTER OF BUSINESS ADMINISTRATION | ILM                                     | 3       |
| 466 | RAJENDRA PRASAD.R   | MASTER OF BUSINESS ADMINISTRATION | AB Academy                              | 1.48    |
| 467 | RAMACHANDRA S       | MASTER OF BUSINESS ADMINISTRATION | Sureti Insurance                        | 2.5     |
| 468 | RAMYA M             | MASTER OF BUSINESS ADMINISTRATION | Sureti Insurance                        | 2.5     |
| 469 | SANTHIYA S          | MASTER OF BUSINESS ADMINISTRATION | K.K.KNIT Apparel                        | 1.8     |
| 470 | SARASWATHI E        | MASTER OF BUSINESS ADMINISTRATION | Sureti Insurance                        | 2.5     |
| 471 | SARASWATHI E        | MASTER OF BUSINESS ADMINISTRATION | SK Car Care                             | 3       |
| 472 | SATHYA NARAYANAN N  | MASTER OF BUSINESS ADMINISTRATION | SURAJ & Co                              | 1.8     |
| 473 | SITHESHWARAN I      | MASTER OF BUSINESS ADMINISTRATION | Sureti Insurance                        | 2.5     |
| 474 | SITHESHWARAN I      | MASTER OF BUSINESS ADMINISTRATION | Sakthi Auto Components, Tirupur         | 2.5     |
| 475 | SIVARAMA KRISHNAN S | MASTER OF BUSINESS ADMINISTRATION | Sureti Insurance                        | 2.5     |
| 476 | SNEHA.R             | MASTER OF BUSINESS ADMINISTRATION | Shri Ajay Kinitex LLP Unit 2            | 2.5     |
| 477 | SUGUMAR R           | MASTER OF BUSINESS ADMINISTRATION | Sureti Insurance                        | 2.5     |
| 478 | SUGUMAR R           | MASTER OF BUSINESS ADMINISTRATION | Sakthi Auto Components, Tirupur         | 2       |
| 479 | SUTHISH K           | MASTER OF BUSINESS ADMINISTRATION | Shiva Linga Tea Factory                 | 1.8     |
| 480 | TARUNVIGNESWARAN M  | MASTER OF BUSINESS ADMINISTRATION | Sureti Insurance                        | 2.5     |
| 481 | TARUNVIGNESWARAN M  | MASTER OF BUSINESS ADMINISTRATION | AB Academy                              | 1.48    |
| 482 | TARUNVIGNESWARAN M  | MASTER OF BUSINESS ADMINISTRATION | Cheran Arts & Science College, Kangryam | 1.48    |
| 483 | THARANI V           | MASTER OF BUSINESS ADMINISTRATION | Sureti Insurance                        | 2.5     |
| 484 | THARUN VIGNESWARAN  | MASTER OF BUSINESS ADMINISTRATION | Shiva Linga Tea Factory                 | 1.8     |
| 485 | BHARATH P           | MASTER OF COMPUTER APPLICATION    | COGNIZANT(CTS) & ASPIRE SYSTEMS         | 4 & 3.8 |
| 486 | GOWRI SANKAR S      | MASTER OF COMPUTER APPLICATION    | COGNIZANT (CTS)                         | 4       |
| 487 | HARISH M            | MASTER OF COMPUTER APPLICATION    | ASPIRE SYSTEMS                          | 3.8     |
| 488 | LOGESH M            | MASTER OF COMPUTER APPLICATION    | COGNIZANT (CTS)                         | 4       |

|     |              |                                |                            |          |
|-----|--------------|--------------------------------|----------------------------|----------|
| 489 | RAJA A       | MASTER OF COMPUTER APPLICATION | Tata Consultancy Solutions | 3.53     |
| 490 | THARANISRI N | MASTER OF COMPUTER APPLICATION | Tata Consultancy Solutions | 3.53     |
| 491 | VARSHINI K   | MASTER OF COMPUTER APPLICATION | AVASOFT & COGNIZANT (CTS)  | 5 & 3.53 |
| 492 | ASHIK B      | MASTER OF COMPUTER APPLICATION | ILM                        | 2.52     |
| 493 | DIVIYA V     | MASTER OF COMPUTER APPLICATION | ILM                        | 2.52     |
| 494 | GOWTHAM L    | MASTER OF COMPUTER APPLICATION | ILM                        | 2.52     |
| 495 | SABARITHA S  | MASTER OF COMPUTER APPLICATION | ILM                        | 2.52     |
| 496 | SNEKA M      | MASTER OF COMPUTER APPLICATION | A B ACADAMY                | 1.2      |
| 497 | SWATHI K     | MASTER OF COMPUTER APPLICATION | A B ACADAMY                | 1.44     |
| 498 | MANISHAA K   | MASTER OF COMPUTER APPLICATION | A B ACADAMY                | 1.32     |

Submitt  
15/4/2024

BME

**MEDCODEPRO**  
OUR HIGH WAY SOLUTION

31<sup>st</sup> March 2023

**Mr. Aathikesavan A**

**Reg. No. 19BM001**

**Nandha Engineering College**

**Erode.**

**Dear Aathikesavan,**

**Sub: Internship**

On behalf of Medcodepro. We would like to inform you that you are being accepted as one of our interns. We are pleased to inform you that you have been qualified as per the requirements for the internship. You will be working with our Medical Coding team.

Your internship will begin effective from **April 2023 to June 2023**. You will be assigned to various tasks which relate to the project assigned to you after which your performance will be assessed and appraised.

**For Medcodepro**



**Vishnu. S**

**Manager – Operations**



## INTERNSHIP APPROVAL LETTER - MEDCODEPRO

10 messages

Harshana A <harshana.a@shish.com>  
To: deepakdeebebu273 <deepakdeebebu273@gmail.com>

Thu, Dec 1, 2022 at 6:58 PM

Dear Deepak,

Greetings from Medcodepro!!!

Your Internship Program Application has been approved since you completed the webinar. Thank you for initializing your intern-cum-recruitment opportunity by accepting all our terms and conditions. You will be sent an offer letter from our HR once you have completed the registration.

Here's what we know about you.

- You are a Student
- Your goal is to get a job in the Medical coding
- And your biggest challenge is Lack of implementation/practice to learn

**Let's see why This program is for you:**

Since you are a student, This program is very well suited for you that you can gain more Real-Time knowledge and complete learning as well.

**Your Goal is to Get a Job in Medical coding:**

Many of our interns in our previous batches have got amazing careers. I cannot list all of them here because there is no space for them. But I will show you an inspiring example. Since every student's biggest challenge is a lack of implementation/practice to learn Medical Coding I think this program was just made for you. You will learn Medical Coding in this program through practice and implementation. Because when you do, you remember. Would you agree with that? I hope this reassures you that the internship program is the right thing for you to get ahead. So if you are ready to work as an intern in our company contact your HR. They will explain everything you need to know about the internship program.

**For Registration click the link below:**

<http://www.medcodepro.com/internship-medcodepro/>

HARSHANA ARJUNAN  
TALENT ACQUISITION EXECUTIVE - HUMAN RESOURCES  
MEDCODEPRO  
CHENNAI 119.

p: +91 44 66255682

a: #51, Rattha Tek Meadows, Level 4, Tower A, Sholinganallur, Chennai-600 119

w: [www.medcodepro.com](http://www.medcodepro.com)

### Letter of Intent

**Date:** - 2/7/2023

**DOB:** - Devendra Kumar

**College:** - Nandha Group of Institutions

**Department:** - Medical Coding

#### **Greeting from Vee Technologies Private Limited!**

We are pleased to share with you this Letter of Intent for the position of **Medical Coding Trainee - Medical Coding**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter on the date of joining, which will outline the specific employment terms, conditions, and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

During your employment with **Vee Technologies Private Limited**, you will be paid a Total Compensation of **INR 2,04,000/- per annum (Rupees Two Lakhs and Four Thousand Only)**. A detailed compensation sheet will be shared along with the appointment letter.



The only Global Services company backed by its own university.

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Terms & Conditions

#### Training

You shall undertake classroom training for a period of **30 - 60 days** from the date of joining the Company to get trained as **Medical Coder Trainee - Medical Coding**. During this period, you shall be considered as 'Trainee' for all purposes. The training shall automatically come to an end on your successful completion of training or on the expiry of **30- 60 days** of training whichever is earlier. You shall be assessed for the fitment of the role at the end of the training period, and you will be paid stipend of **INR 10,000/- per month** (or pro-rated), thereafter only. Your continuation of employment is contingent upon your successful completion of the training.

#### Future Commitment

You may have to execute a Non-Disclosure agreement as part of your long-term commitment for about **18 Months** as mutually agreed during the interview. Once the Non-Disclosure agreement is executed and if there is any breach, you may have to compensate **INR 50,000** to the Company as per the terms of the Non-Disclosure agreement.

During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

Confirmation Hike: - NOT APPLICABLE

#### Appraisal:

Employee who joins between **1st Jan – 31st Dec** will be eligible for **Appraisal Cycle (April)**

I acknowledge that there is no other commitment made by Talent Acquisition team on the compensation & position apart from what is specified in the offer letter.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

After completing the joining formalities, you should be flexible to work from any of our locations and work in rotational shifts based on business needs.

The company is not liable to the students to hire them if the business scenario changes.

Please consider this as a Letter of Intent.

The date of joining and further onboarding proceedings will be updated shortly after successful completion of your graduation.

We wish you a successful career with Vee Technologies, the 'DREAM EMPLOYER OF THE YEAR 2020'.

With best wishes,

*Gokulakannan S*

Gokulakannan S,  
Manager - Human Resources  
Vee Technologies Pvt Ltd

**Annexure - A**

|                             |               |
|-----------------------------|---------------|
| Basic                       | 6294          |
| House Rent Allowance        | 3147          |
| Conveyance Allowance        | 0             |
| Medical Reimbursement       | 0             |
| Piece Rate Incentives       | 3933          |
| VPLI                        | 2360          |
| <b>Gross Salary</b>         | <b>15734</b>  |
| Professional Tax            | 0             |
| ESI Employee                | 118           |
| PF Employee                 | 755           |
| Total Employee Contribution | 873           |
| <b>Net Salary</b>           | <b>14861</b>  |
| ESI Employer                | 511           |
| PF Employer                 | 755           |
| Total Employer Contribution | 1266          |
| <b>Monthly CTC</b>          | <b>17000</b>  |
| <b>Annual CTC</b>           | <b>204000</b> |

\* Professional Tax will be deducted as per the below table:

| State      | Amount in INR  |
|------------|--|
| Karnataka  | 200/ Month   |
| Telangana  | 150/Month  |
| Tamil Nadu | Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings |

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

**Declaration**

I have carefully read and understood the above intent including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

*Devendra Kumar*

Devendra Kumar





**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

1 Message

**DXC India\_CampusConnect** <DXCIndiaCampusConnect@dxc.com>  
To: gayathrisadasivam002@gmail.com <gayathrisadasivam002@gmail.com>

Thu, 13 Oct, 2022 at 1:33 pm



**Re: Campus Recruitment - Letter of Intent (LOI)**

Dear Gayathri,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

L Glendra Sethi

V P-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxcc.com](mailto:DXCIndiaCampusConnect@dxcc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

DXC Technology Company -- This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



**Offer:** Computer Consultancy  
**Ref:** TCSL/DT20222928007/Chennai  
**Date:** 25/11/2022

Ms. Gayathri S  
29, S.G. Valasu South Cnc College Opp Veerappan Chatram Erode,  
Erode,  
Erode-638004,  
Tamilnadu,  
Tel# -

Dear Gayathri S,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

TCS Confidential  
TCSL/DT20222928007

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Chennai 600 116 Tamil Nadu India  
Tel: 91 44 66 16 2222 Fax: 91 44 66 16 2505 Website: www.tcs.com

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

TCS Career Services: 020 2611 1111 Email: careers@tcs.com



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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change based on your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2515 Website: www.tcs.com

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

TCS Career Services Tel: 1800 209 1111 Fax: 91 44 6616 2515



Dear Gowtham M,

Congratulations!

We are pleased to offer you the full time position of "Intern" with a Stipend of **10,000/Month** inclusion of TDS based on the outcome of the interviews that you have attended with us. We trust that your knowledge, skills and experience will be amongst our most valuable assets and we are all excited about the potential that you would bring to our company.

On successful and satisfactory completion of your internship period, you will be confirmed as an employee of the company depending on your performance.

\*\* TDS applicable as per Govt. Norms

You will be issued the offer letter on your Date of Joining. You are requested to join us on **27<sup>th</sup> June 2022**.

If you choose to accept this offer, please sign, scan, and email the letter to [hr@aalamsoft.com](mailto:hr@aalamsoft.com) on or before **15<sup>th</sup> June 2022** and revert back to us in case of any queries.

You are requested to report to the below address on the date of joining at 9.30am.

Address :No.75, II Floor, M Block, III Avenue, Anna Nagar East, Chennai 600 102, India.

You are requested to submit the following documents through mail on joining formalities (if applicable):

- \*3 colored passport size photographs
- \*Medical Fitness certificate
- Address proof: Photocopies of any three of the following (2 copies)
  - Passport
  - Election id card
  - Aadhar Card (Mandatory)
  - Driving license
  - Pan card (Mandatory)

**Originals and Photocopies of your educational certificates:**

- 10th mark sheet
- 12th mark sheet
- Degree marks sheet (All year semester marks sheets, consolidated mark sheet, degree certificate)

**Photocopies of your other course experience certificates:**

Email ids and phone numbers of at least 2 references. Reference email id and phone number – a must from your Training institution and College.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, your services with the company will be liable for termination.

We are all looking forward to having you on our team.

Best regards,  
Anitha M  
Sr HR Executive

# Aerele Technologies Pvt. Ltd.

Get the best of OpenSource in your products!

15/06/2022

OF/2223/T/I/11

Dear Gowtham M,

We are pleased to offer you the position of **Software Developer Intern**, with **Aerele Technologies Private Limited (AT)**. You will report to **Mr. Vignesh Sekar**, Director.

Your terms of Appointment will be as follows:

1. Your title will be **Software Developer Intern**. You will assume and discharge such responsibilities as are commensurate with such a position for which we believe you are well qualified.
2. We would expect you to start as early as possible but not later than **20 June 2022** and your initial place of posting will be in **Tirupur, Tamil Nadu**. However, if required, you may be transferred to another location, depending on AT's needs.
3. Your guaranteed Gross Remuneration will be at the rate of **Rs.90,000/- (Rupees Ninety Thousand Only)** for a period of nine months. After the internship period, you will be offered a full-time position based on your performance with a CTC of **4,00,000 INR/annum**.
4. We understand that you are in your **7th semester** and really appreciate your effort in taking up an internship learning opportunity at this time. In return, we will be flexible to let you take up your practicals and other examinations that are required by your academic curriculum provided that you inform us at least **7 days** early about your planned long-term absence that can extend upto **45 days** at maximum. Your remuneration will be on hold during your long-term absence and will resume at the same



40/76, 3rd East cross, Palayamkottai, Tiruppur - 641607



hello@aerele.in



+917790844832



rate after the completion of your academic responsibilities for this semester and once you're back to work.

5. On satisfactory performance, you will be offered a full time role at a compensation meeting the industry standards. The confirmation on the same shall be provided to you by 20 March 2022.

Please acknowledge and confirm your acceptance of these terms by signing and returning to us the enclosed copy of this letter.

We welcome you on board Aerele Technologies (P) Limited and look forward to a long and mutually beneficial association.

Yours sincerely

For Aerele Technologies (P) Limited,  
Vignesh Sekar  
Director


I accept the terms of my offer with Aerele Technologies Private Limited as set forth herein

\_\_\_\_\_  
Name: Gowtham M

\_\_\_\_\_  
Date

 40/76, 3rd East cross, Polayakaddu, Tiruppur - 641607

 hello@oerele.in

 +917753141332



## OFFER LETTER

Ref: Your interview with Karthikeyan Medical Services for the position of Field Service Engineer

Date: 11-10-2022

Mr. M.Gowthamsundar,

Welcome to Karthikeyan Medical Services!!

We look forward to your continued support to the organization.

Designation : Field Service Engineer

Department /H.Q : Service Team

Work Location : Coimbatore

Date of Joining : 12.10.2022

Salary : 8500 per month


With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Field Service Engineer with Salary of 8500 Per month .

Your Date of joining shall be 12.10.2022 and you are requested to report to our office on the above-mentioned date to complete the joining formalities & induction training. Your employment will be confirmed after the successful completion of 6 months training with Salary increment based on your performance. While on probation you are not entitled to take leave, including sick leave. This offer letter is valid till 17 th October 2022. kindly reply back to our mail indicating your acceptance to join Karthikeyan Medical Services.

We are looking forward to welcoming you to our team

Sincerely

V.Karthikeyan

  
M. Gowthamsundar  
Managing Director

Feb 16, 2023

Ms KANAGASNEGA A  
kanagasnega077@gmail.com  
Candidate Id: CN20230219

Dear KANAGASNEGA A,

Further to our interactions with you, we are pleased to offer you the position of **Associate Trainer** in our **Skill Development Division**.

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

You will report to **Mr. Prasad C (Training Manager)** or anyone whom he may depute. Your date of joining will be **1st March 2023**. Your base location will be **Coimbatore**.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your notice period during this period is 15 days. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate Trainer** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

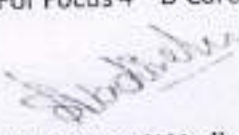
Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

| Annexure I: Annual Compensation Structure |   |                       |                    |
|---|---|-----------------------|--------------------|
| Name                                      | Ms KANAGASNEGA A                        | Position & Department | Associate Trainer  |
| #   | Components of Total Fixed Pay           |                       | Per Annum (in INR) |
| 1   | Basic Pay                               |                       | 2,52,012/-         |
| 2   | Other Allowance                         |                       | 18,000/-           |
| 3   | Total Fixed Pay per annum               |                       | 2,70,012/-         |
| 4   | Annual Performance Linked Pay (Maximum) |                       | 35,988/-           |
|   | Total Cost to Company                   |                       | 3,06,000/-         |

**Notes:** \* Associates will be covered under the company group accidental policy for Life Cover Rs.10,00,000). The premium for the same will be borne by the company.

Thank you  
Yours sincerely  
For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu  
HR Business Partner

**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

Name & Signature of the candidate with date of acceptance

## OFFER LETTER

OL-2022: 0201

Dear Kavya Thangavel,

### Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 476,700/- p.a. (Rupees Four Lakhs Seventy Six Thousand Seven Hundred only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

### Probation

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

### Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

### Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **16 days** in your first year as part of the earned leave component.

### Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 14 continuous working days.

### Working Hours

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.





### Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining).

### Background Verification

Zifo conducts background verification (BGV) for all its employees. We may leverage an external agency for this process and you would be required to share relevant identity proof and academic documents with them. In case of any submission of false or misleading information, Zifo will take action as deemed appropriate.

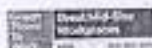
### Joining Date

Your date of joining will be communicated through our Onboarding Platform – Launchpad.

We warmly welcome you to the Zifo family!

Regards,

Kamalahasan N  
Head – HR





## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: Kousibio2001@gmail.com <kousibio2001@gmail.com>

Thu, Oct 13, 2022 at 13:35



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Kousika,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXC.IndiaCampusConnect@dxc.com](mailto:DXC.IndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.  
DXC Technology Company – This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Letter of Intent

**Date:** - 2/7/2023

**Dear:** - Kousika V

**College:** - Nandha Group of Institutions

**Department:** - Medical Coding

#### Greeting from Vee Technologies Private Limited!

We are pleased to share with you this Letter of Intent for the position of **Medical Coding Trainee - Medical Coding**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter on the date of joining, which will outline the specific employment terms, conditions, and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

During your employment with Vee Technologies Private Limited, you will be paid a Total Compensation of INR 2,04,000/- per annum (Rupees Two Lakhs and Four Thousand Only). A detailed compensation sheet will be shared along with the appointment letter.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 8677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seeitha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 96325 78003

**Salem SEZ:** Plot No:14, IT/ITES ELCOT SEZ (Salem Allocation), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangala'n SRO, Salem Tel: +91 427 234029

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 600 097, Tel: +91 044 2433 1235

**USA:** New York: 469 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 646 837 0837

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Terms & Conditions

#### Training

You shall undertake classroom training for a period of **30 - 60 days** from the date of joining the Company to get trained as **Medical Coder Trainee - Medical Coding**. During this period, you shall be considered as 'Trainee' for all purposes. The training shall automatically come to an end on your successful completion of training or on the expiry of **30- 60 days** of training whichever is earlier. You shall be assessed for the fitment of the role at the end of the training period, and you will be paid stipend of **INR 10,000/- per month** (or pro-rated), thereafter only. Your continuation of employment is contingent upon your successful completion of the training.

#### Tenure Commitment

You may have to execute a Non-Disclosure agreement as part of your long-term commitment for about **18 Months** as mutually agreed during the interview. Once the Non-Disclosure agreement is executed and if there is any breach, you may have to compensate **INR 50,000** to the Company as per the terms of the Non-Disclosure agreement.

During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

Confirmation Hike: - NOT APPLICABLE

#### Appraisal:

Employee who joins between **1st Jan – 31st Dec** will be eligible for **Appraisal Cycle (April)**

I acknowledge that there is no other commitment made by Talent Acquisition team on the compensation & position apart from what is specified in the offer letter.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

After completing the joining formalities, you should be flexible to work from any of our locations and work in rotational shifts based on business needs.

The company is not liable to the students to hire them if the business scenario changes.

Please consider this as a Letter of Intent.

The date of joining and further onboarding proceedings will be updated shortly after successful completion of your graduation.

We wish you a successful career with Vee Technologies, the 'DREAM EMPLOYER OF THE YEAR 2020'.

With best wishes,

*Gokulakannan S*

Gokulakannan S,  
Manager - Human Resources  
Vee Technologies Pvt Ltd

Bangalore: Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

Bangalore RR Nagar: 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 96325 78003

Salem SEZ: Plot No:14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Annampalayam Village, Suramangalam SRO, Salem Tel: +91 427 234029

Chennai: Tower-3 Special Module, Chennai One IT Park SEZ, Thoralpakkam - 600 097, Tel: +91 044 2433 1235

USA: New York: 489 Fifth Avenue, 18th Floor, New York, NY 10017, Tel: 646 837 0837

**Annexure - A**

|                             |               |
|-----------------------------|---------------|
| Basic                       | 6294          |
| House Rent Allowance        | 3147          |
| Conveyance Allowance        | 0             |
| Medical Reimbursement       | 0             |
| Piece Rate Incentives       | 3933          |
| VPLI                        | 2360          |
| <b>Gross Salary</b>         | <b>15734</b>  |
| Professional Tax            | 0             |
| ESI Employee                | 118           |
| PF Employee                 | 755           |
| Total Employee Contribution | 873           |
| <b>Net Salary</b>           | <b>14861</b>  |
| ESI Employer                | 511           |
| PF Employer                 | 755           |
| Total Employer Contribution | 1266          |
| <b>Monthly CTC</b>          | <b>17000</b>  |
| <b>Annual CTC</b>           | <b>204000</b> |

\* Professional Tax will be deducted as per the below table:

| State      | Amount in INR  |
|------------|--|
| Karnataka  | 200/ Month   |
| Telangana  | 150/Month  |
| Tamil Nadu | Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings |

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

**Declaration**

I have carefully read and understood the above Intent including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

*Kousika V*

**Kousika V**

Bangalore: Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2226 8677

Bangalore RR Nagar: 5th Floor, No. 183, Seethe Complex, 18th Cross, 8th Main Road, R Nagar, Bangalore - 560 066, Tel: +91 98325 78003

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USA: New York: 488 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 646 837 0837



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: kowsalyathangavel2002@gmail.com <kowsalyathangavel2002@gmail.com>

Thu, Oct 13, 2022 at 1:34 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear KOWSALYA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

VP- Human Resource

*if you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

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### Letter of Intent

**Date:** - 2/7/2023

**Place:** - Kowsalya

**College:** - Nandha Group of Institutions

**Department:** - Medical Coding

#### **Greeting from Vee Technologies Private Limited!**

We are pleased to share with you this Letter of Intent for the position of **Medical Coding Trainee - Medical Coding**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this letter of Intent, we shall share a detailed Appointment Letter on the date of joining, which will outline the specific employment terms, conditions, and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

During your employment with **Vee Technologies Private Limited**, you will be paid a Total Compensation of **INR 2,04,000/- per annum (Rupees Two Lakhs and Four Thousand Only)**. A detailed compensation sheet will be shared along with the appointment letter.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 90 2226 8677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 96325 78003

**Salem SEZ:** Plot No:14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Armapalayam Village, Suramangalem SRO, Salem Tel: +91 427 234028

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 600 097, Tel: +91 044 2433 1235

**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 646 837 0837



The only Global Services company backed by its own university.

We specialize in:

- Legal
- Logistics
- Medical
- Finance & Accounting
- Engineering
- Healthcare

**Terms & Conditions**

**Training**

You shall undertake classroom training for a period of 30 - 60 days from the date of joining the Company to get trained as **Medical Coder Trainee - Medical Coding**. During this period, you shall be considered as 'Trainee' for all purposes. The training shall automatically come to an end on your successful completion of training or on the expiry of 30- 60 days of training whichever is earlier. You shall be assessed for the fitness of the role at the end of the training period, and you will be paid stipend of INR 10,000/- per month (or pro-rated), thereafter only. Your continuation of employment is contingent upon your successful completion of the training.

**Tenure Commitment**

You may have to execute a Non-Disclosure agreement as part of your long-term commitment for about 18 Months as mutually agreed during the interview. Once the Non-Disclosure agreement is executed and if there is any breach, you may have to compensate INR 50,000 to the Company as per the terms of the Non-Disclosure agreement.

During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

**Confirmation Hike: - NOT APPLICABLE**

**Appraisal:**

Employee who joins between 1st Jan – 31st Dec will be eligible for Appraisal Cycle (April)

I acknowledge that there is no other commitment made by Talent Acquisition team on the compensation & position apart from what is specified in the offer letter.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this letter of intent will be deemed to have been rejected by you.

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The company is not liable to the students to hire them if the business scenario changes.

Please consider this as a Letter of Intent.

The date of joining and further onboarding proceedings will be updated shortly after successful completion of your graduation.

We wish you a successful career with Vee Technologies, the 'DREAM EMPLOYER OF THE YEAR 2020'.

With best wishes,

*Gokulakannan S*

Gokulakannan S,

Manager - Human Resources

Vee Technologies Pvt Ltd

Bangalore: Sona Towers, 71, Miller Road, Bangalore - 660 052, Tel:+91 80 2228 6677  
 Bangalore RR Nagar: 5th Floor, No. 483, Seetha Complex, 18th Cross, 8th Main Road, R Nagar, Bangalore - 580 086, Tel. +91 96327 8003  
 Salem SEZ: Plot No.14, IT/ITES ELOCOT SEZ (Salem Aluement), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem, Tel: +91 427 234029  
 Chennai Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 600 097, Tel:+91 044 2433 1235  
 USA: New York: 488 Fifth Avenue, 15th Floor, New York, NY 10017, Tel: 646 837 0837  
 www.veetechnologies.com

**Annexure - A**

|                             |               |
|-----------------------------|---------------|
| Basic                       | 6294          |
| House Rent Allowance        | 3147          |
| Conveyance Allowance        | 0             |
| Medical Reimbursement       | 0             |
| Piece Rate Incentives       | 3933          |
| VPLI                        | 2360          |
| <b>Gross Salary</b>         | <b>15734</b>  |
| Professional Tax            | 0             |
| ESI Employee                | 118           |
| PF Employee                 | 755           |
| Total Employee Contribution | 873           |
| <b>Net Salary</b>           | <b>14861</b>  |
| ESI Employer                | 511           |
| PF Employer                 | 755           |
| Total Employer Contribution | 1266          |
| <b>Monthly CTC</b>          | <b>17000</b>  |
| <b>Annual CTC</b>           | <b>204000</b> |

\* Professional Tax will be deducted as per the below table:

| State      | Amount in INR  |
|------------|--|
| Karnataka  | 200/ Month   |
| Telangana  | 150/Month  |
| Tamil Nadu | Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings |

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

**Declaration**

I have carefully read and understood the above Intent including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

Kowsalya

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

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**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 646 837 0837



## OFFER LETTER

Ref: Your interview with Oreol Medcare LLP for the position of Biomedical Engineer Trainee (Sale & Services)

Date: 26<sup>th</sup> August 2022

Mr. Krishnakumar,

Welcome to Oreol Family!!

We look forward to your continued support to the organization.

|                 |   |
|-----------------|---|
| Designation     | : Biomedical Engineer Trainee ( Sale & Services)  |
| Department /H.Q | : Sales & Services                                |
| Work Location   | : Tamil Nadu & Kerala                             |
| Date of Joining | : 30.08.2022                                      |
| Stipend         | : 5000 per month + Travelling and Food allowance. |

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Biomedical Engineer Trainee (Sales & Services) with Stipend of 5000 Per month for three months .

Your Date of joining shall be 30.08.2022 and you are requested to report to our office on the above-mentioned date to complete the joining formalities & induction training. Your employment will be confirmed after the successful completion of 3 months training with Salary increment of upto 20000 based on your performance . While on probation you are not entitled to take leave, including sick leave. This offer letter is valid till 27<sup>th</sup> August 2022. kindly reply back to our mail indicating your acceptance to join Oreol Medcare LLP.

We are looking forward to welcoming you to our team.

Sincerely

Cibin Varghese



Manager - Human Resource

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Letter of Intent

**Date:** - 2/7/2023

**Name:** - Logadharshini M

**College:** - Nandha Group of Institutions

**Department:** - Medical Coding

#### Greeting from Vee Technologies Private Limited!

We are pleased to share with you this Letter of Intent for the position of **Medical Coding Trainee - Medical Coding**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this letter of intent, we shall share a detailed Appointment Letter on the date of joining, which will outline the specific employment terms, conditions, and detailed breakup of remuneration. Please note this Letter of intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

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You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

During your employment with **Vee Technologies Private Limited**, you will be paid a Total Compensation of **INR 2,04,000/- per annum (Rupees Two Lakhs and Four Thousand Only)**. A detailed compensation sheet will be shared along with the appointment letter.

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## Terms & Conditions

### Training

You shall undertake classroom training for a period of **30 - 60 days** from the date of joining the Company to get trained as **Medical Coder Trainee - Medical Coding**. During this period, you shall be considered as **'Trainee'** for all purposes. The training shall automatically come to an end on your successful completion of training or on the expiry of **30- 60 days** of training whichever is earlier. You shall be assessed for the fitment of the role at the end of the training period, and you will be paid stipend of **INR 10,000/- per month** (or pro-rated), thereafter only. Your continuation of employment is contingent upon your successful completion of the training.

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During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

Confirmation Hike: - NOT APPLICABLE

### Appraisal:

Employee who joins between **1st Jan – 31st Dec** will be eligible for **Appraisal Cycle (April)**

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With best wishes,

*Gokulakannan S*

Gokulakannan S,  
Manager - Human Resources  
Vee Technologies Pvt Ltd

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**Annexure - A**

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*Logadharshini M*

Logadharshini M

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- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Letter of Intent

Date: - 2/7/2023

Dear: - Madhumitha Y

College: - Nandha Group of Institutions

Department: - Medical Coding

Greeting from Vee Technologies Private Limited!

We are pleased to share with you this Letter of Intent for the position of **Medical Coding Trainee - Medical Coding**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

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With best wishes,

*Gokulakannan S*  
Gokulakannan S,  
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**Annexure - A**

|                             |               |
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**Declaration**

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*Madhumitha*

**Madhumitha Y**



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

Message

Thu, Oct 13, 2022 at 1:37 PM

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxcc.com>  
To: meerashamruthi@gmail.com <meerashamruthi@gmail.com>



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Meera,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP - Human Resource

*If you have queries or concerns please reach us at [DXC/IndiaCampusConnect@dxcc.com](mailto:DXC/IndiaCampusConnect@dxcc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

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## **JOB CONFIRMATION (APPLICATION SPECIALIST TRAINEE ) - UDHAYAM MEDICARE SYSTEM**

Time: 4/28/2023 5:16:16 PM

ADM IN UDHAYAM <admin@udhayammedicare.com>

Fri, 28 Apr 2023 at 5:16 pm

To: n7etska10112001@gmail.com

Cc: UDHAYAM SYED <syed@udhayammedicare.com>, Usmaan Sharif-Udhayam Head Business Operations <usmaan\_sharif@udhayammedicare.com>, Rizwana <rizwanasharif@udhayammedicare.com>, Udhayam Medicare <udhayammedicare@gmail.com>, info@udhayammedicare.com

Dear Ms. Menakai.C,

Greetings from Udhayam!!!

We are happy to inform that you have been selected as **Application Specialist Trainee (6 Months Training Period) - Samsung Medical equipment (Udhayam Medicare System)**.

Kindly request to join on or before **15<sup>th</sup> May 2023, Monday** at **09.30 a.m** at office venue to finish joining formalities.

The salary offered for your position is **Rs.12,000/- + Allowances & Incentives.**

**This email will serve as your formal offer.**

Please note:

Please ensure all documents of your previous employer (relieving letters) and education documents (passing certificates) are submitted for a smooth on boarding. Non-compliance to any documents will result in offer revoking and Udhayam Medicare Systems shall not be responsible for the same.

**\*Please carry your original certificates, 2 Photo Copies for verifying process.**

We look forward to hearing from you and hope you'll join our team!

(\*Mandatory)

Office Venue Details:

**Udhayam Medicare Systems**

**Door No.313,**

**1st Floor, 4th Street Extension,**

**Gandhipuram, Tatabad,**

**Coimbatore-641012.**

**Ph. No. : 9677714984**

Thanks & Regards

Subha

Admin Manager

Udhayam Medicare Systems

Telephone: +91-422-2540033

Mobile : +91-96777-14984

Email : [admin@udhayammedicare.com](mailto:admin@udhayammedicare.com)





## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 m message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: oviya0401@gmail.com <oviya0401@gmail.com>

Thu, Oct 13, 2022 at 1:36 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear OVIYA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxs.com](mailto:DXCIndiaCampusConnect@dxs.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

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Re: Campus Recruitment - Letter of Intent (LOI)

Dear Ravithra,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This Letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer Letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology.  
We look forward to welcoming you on board.

Yours sincerely,

Lakendra Sethi

VP-Human Resource



Dear Pavithran L,

Congratulations!

We are pleased to offer you the full time position of "Intern" with a Stipend of 10,000/Month inclusion of TDS based on the outcome of the interviews that you have attended with us. We trust that your knowledge, skills and experience will be amongst our most valuable assets and we are all excited about the potential that you would bring to our company.

On successful and satisfactory completion of your internship period, you will be confirmed as an employee of the company depending on your performance.

\*\* TDS applicable as per Govt. Norms

You will be issued the offer letter on your Date of Joining. You are requested to join us on 27<sup>th</sup> June 2022.

If you choose to accept this offer, please sign, scan, and email the letter to [hr@aalamsoft.com](mailto:hr@aalamsoft.com) on or before 15<sup>th</sup> June 2022 and revert back to us in case of any queries.

You are requested to report to the below address on the date of joining at 9.30am.

Address :No.75, II Floor, M Block, III Avenue, Anna Nagar East, Chennai 600 102, India.

You are requested to submit the following documents through mail on joining formalities (if applicable):

- \*3 colored passport size photographs
- \*Medical Fitness certificate
- Address proof:** Photocopies of any three of the following (2 copies)
  - Passport
  - Election id card
  - Aadhar Card (Mandatory)
  - Driving license
  - Pan card (Mandatory)

**Originals and Photocopies of your educational certificates:**

- 10th mark sheet
- 12th mark sheet
- Degree marks sheet (All year semester marks sheets, consolidated mark sheet, degree certificate)

**Photocopies of your other course experience certificates:**

Email ids and phone numbers of at least 2 references. Reference email id and phone number – a must from your Training institution and College.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, your services with the company will be liable for termination.

We are all looking forward to having you on our team.

Best regards,  
Anitha M  
Sr HR Executive

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Letter of Intent

**Re: - 2/7/2023**

**To: - Pon Naveen**

**College: - Nandha Group of Institutions**

**Department: - Medical Coding**

#### **Greeting from Vee Technologies Private Limited!**

We are pleased to share with you this Letter of Intent for the position of **Medical Coding Trainee - Medical Coding**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this letter of Intent, we shall share a detailed Appointment Letter on the date of joining, which will outline the specific employment terms, conditions, and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

During your employment with **Vee Technologies Private Limited**, you will be paid a Total Compensation of **INR 2,04,000/- per annum (Rupees Two Lakhs and Four Thousand Only)**. A detailed compensation sheet will be shared along with the appointment letter.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 008, Tel: +91 96325 78003

**Salem SEZ:** Plot No.14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem Tel: +91 427 234029

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thorapakkam - 600 097, Tel: +91 044 2433 1235

**USA:** New York: 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 646 837 0637





The only Global Services company backed by its own university.

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

## Terms & Conditions

### Training

You shall undertake classroom training for a period of **30 - 60 days** from the date of joining the Company to get trained as **Medical Coder Trainee - Medical Coding**. During this period, you shall be considered as **'Trainee'** for all purposes. The training shall automatically come to an end on your successful completion of training or on the expiry of **30- 60 days** of training whichever is earlier. You shall be assessed for the fitment of the role at the end of the training period, and you will be paid stipend of **INR 10,000/- per month** (or pro-rated), thereafter only. Your continuation of employment is contingent upon your successful completion of the training.

### Tenure Commitment

You may have to execute a Non-Disclosure agreement as part of your long-term commitment for about **18 Months** as mutually agreed during the interview. Once the Non-Disclosure agreement is executed and if there is any breach, you may have to compensate **INR 50,000** to the Company as per the terms of the Non-Disclosure agreement.

During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

Confirmation Hike: - NOT APPLICABLE

### Appraisal:

Employee who joins between **1st Jan – 31st Dec** will be eligible for **Appraisal Cycle (April)**

I acknowledge that there is no other commitment made by Talent Acquisition team on the compensation & position apart from what is specified in the offer letter.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

After completing the joining formalities, you should be flexible to work from any of our locations and work in rotational shifts based on business needs.

The company is not liable to the students to hire them if the business scenario changes.

Please consider this as a Letter of Intent.

The date of joining and further onboarding proceedings will be updated shortly after successful completion of your graduation.

We wish you a successful career with Vee Technologies, the 'DREAM EMPLOYER OF THE YEAR 2020'.

With best wishes,

*Gokulakannan S*  
Gokulakannan S,  
Manager - Human Resources  
Vee Technologies Pvt Ltd

Bangalore: Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 8677

Bangalore RR Nagar: 5th Floor, No. 483, Seetha Complex, 18th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 96325 78003

Salem SEZ: Plot No.14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem Tel: +91 427 234029

Chennai: Tower-3 Special Module, Chennai One IT Park SEZ, Thorsipakkam - 600 097, Tel: +91 044 2433 1235

USA: New York: 489 Fifth Avenue, 16th Floor, New York, NY 10017, Tel: 646 837 0637

**Annexure - A**

|                             |               |
|-----------------------------|---------------|
| Basic                       | 6294          |
| House Rent Allowance        | 3147          |
| Conveyance Allowance        | 0             |
| Medical Reimbursement       | 0             |
| Piece Rate Incentives       | 3933          |
| VPLI                        | 2360          |
| <b>Gross Salary</b>         | <b>15734</b>  |
| Professional Tax            | 0             |
| ESI Employee                | 118           |
| PF Employee                 | 755           |
| Total Employee Contribution | 873           |
| <b>Net Salary</b>           | <b>14861</b>  |
| ESI Employer                | 511           |
| PF Employer                 | 755           |
| Total Employer Contribution | 1266          |
| <b>Monthly CTC</b>          | <b>17000</b>  |
| <b>Annual CTC</b>           | <b>204000</b> |

\* Professional Tax will be deducted as per the below table:

| State      | Amount in INR  |
|------------|--|
| Karnataka  | 200/ Month   |
| Telangana  | 150/Month  |
| Tamil Nadu | Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings |

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

**Declaration**

I have carefully read and understood the above intent including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

*R. Pon Naveen*

Pon Naveen



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: kponsakthivel@gmail.com <kponsakthivel@gmail.com>

Thu, 13 Oct 2022 at 1:34 pm



Re: Campus Recruitment - Letter of Intent (LOI)

Dear ponsakthivel,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



**Lokendra Sethi**

**VP-Human Resource**

***If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.***

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.  
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# DXC Technology || DECP FY'23 Hiring || Letter of Intent *Inbox*



DXC\_India\_CampusConnect 1:36 pm  
to me ▾



*Re: Campus Recruitment - Letter of Intent (LOI)*

Dear PRAVEENA,

**Congratulations!**

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

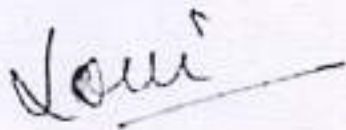
1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokenendra Sethi

VP-Human Resource

If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113, CIN: U72900TN2015FTC102489.

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DIAGNO CARE

Letter of Appointment

Dear Miss. PRAVEEN RAJ

With reference to your employment, we have decided to change your working within our group of companies, Diagno Care Life Sciences Pvt. Ltd (DCLS), now you will be employed in DCLS the terms & conditions of appointment are as follows:

You will be designated as **Sales and Service Engineer** for DCLS division Sales

Your reporting supervisor will be **Mr. Meikanda Muthu, Regional Business Manager.**

1. Your salary details are given in the Annexure – II. However, your compensation will be altered / changed from time to time in line with the compensation policy and practices of the company. Your compensation data is highly confidential and should only be discussed with your reporting manager or the HR Department.
2. You will be based at **Salem**. Your job requires you to travel all regions assigned by the organization. You will be provided with allowances, lodging and boarding as is prevalent in our organizational travel manual whenever you are on tour for your official travel.
3. By accepting this letter, you hereby confirm that you would abide by the company policies, as amended time to time.
4. As per company policy, the probation period applicable to you shall be six months. After completion of your probation period, your services will be confirmed in writing within one month from the date of completion of your probation period.
5. Your services during the period of probation shall be liable to be terminated giving notice as per company policy. Likewise, probationer will also be competent to terminate his/her contract of employment as per the policy. The waiver of the notice period fully or partially is at the company's sole discretion.
6. After confirmation, the employee may terminate the contract of employment by giving written notice to the company as per policy or by payment of notice period salary in lieu thereof to the employer. The waiver of notice period fully or partially is at the company's sole discretion. However, company will also be entitled to terminate the contract of employment without assigning any reasons thereof by giving written notice as per policy or by payment of salary of notice in lieu thereof, to the employee. Upon termination of the employment for any reason, you shall promptly return all the company property back to immediate supervisor or to HR.
7. You are being provisionally offered employment in our organization on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application and / or Bio-data are correct. In case the aforesaid particulars are found to be incorrect or it's found that you have concealed or withheld some other relevant facts, your offer / employment with the company shall stand terminated / cancelled without any notice and benefits.
8. Your next salary review based on your performance and as per the company policy shall be after completion of one year of service.
9. Leave eligibility will be as per the leave policy of the company.

**DIAGNOCARE LIFE SCIENCES PRIVATE LIMITED**

Old # 127B, Bricklin Road, Ground Floor, Purasaiwalkam, Chennai - 600 007.

Ph : 044 - 4262 0091. Cell : 97503 22013. E-mail : order@dcls.in

GSTIN : 33AAICD1113E1ZE



## DIAGNO CARE

10. You should understand that your job functions and KRA's are in close relation to our customers, and hence the calls from the customer should be given highest priority. Incentives are directly linked to KRA's mentioned and the targets achieved.
11. You will be reporting to **RBM** or such Managers as desired by the Management from time to time.
12. You are liable to transfer to any organization within the group as and when the Management feels essential. Such transfers within the organization would not be treated as fresh employment and previous experiences within the group will be taken into account. You will have no objection to such transfers.
13. Since we are a part of group, every person would be called in to assist any other group Organization, in times of need. You will have to extend your complete support, without any additional remuneration.
14. DCLS. is a strong supporter of zero tolerance policies and believes such policies are required to create an appropriate environment Breach of Zero Tolerance Policy would be termination of employment without any notice. (Please contact HR for Zero Tolerance policy).
15. You agree that you will not, without the prior written consent of the Employer, at any time during your employment with the Employer and for a period of One year following the termination of your employment however caused (whether your employment is terminated by you or the Employer and whether with or without cause or in breach of this Agreement) either individually or in partnership or jointly or in conjunction with any person as principal, agent, employee, carry on be engaged in or be concerned with or interested in or advise, lend money to, guarantee the debts or obligations of or permit your name or any part thereof to be used or employed by any person engaged in or concerned with description of aspect of business in which employee is engaged.
  - a. You agree that the restrictions set out above are reasonable and valid and all defenses to the strict enforcement of this non-competition covenant by the Employer are waived by you.
16. As an employee we expect strong commitment and integrity at work from your date of joining. In case of "no information" for more than 3 days, the employee would be construed as an absconder. HR will be forced to complete the absconding procedure. The company will terminate the employment from the date of employee ceasing to work. There shall be no obligation on the part of the employer to pay wages to the employee from the day of abandonment. The employee would be liable to pay liquidated damages for loss caused to the company on account of sudden disruption of work. The employee would also have to ensure that all the company related property and documents be handed over to the concerned person failing which legal action would be taken. Information to be recorded as per working hours and attendance policy of the company.

---

### DIAGNOCARE LIFE SCIENCES PRIVATE LIMITED

Old # 127B, Bricklin Road, Ground Floor, Purasaiwalkam, Chennai - 600 007.

Ph : 044 - 4262 0091. Cell : 97503 22013. E-mail : [order@dcls.in](mailto:order@dcls.in)

GSTIN : 33AAICD1113F175





# DIAGNO CARE

## Annexure-I

### Salary Sheet

|  |                            |                |  |
|--|----------------------------|----------------|--|
| Name                                   | PRAVEEN RAJ                |                |  |
| Designation                            | Sales and Service Engineer |                |  |
| HQ                                     | Salem                      |                |  |
| Component                              | Amount (Rs)                | Remarks        |  |
| <b>Earnings (CTC)</b>                  |                            |                |  |
| Basic                                  | 9,000.00                   | Monthly        |  |
| House Rent Allowance                   | 4,500.00                   | Monthly        |  |
| Special Allowance                      | 2,000.00                   | Monthly        |  |
| Conveyance Allowance                   | 1,000.00                   | Monthly        |  |
| PF Employer Contribution               | 1,320.00                   | Monthly        |  |
| <b>Total CTC</b>                       | <b>17,820.00</b>           | <b>Monthly</b> |  |
| <b>Deductions</b>                      |                            |                |  |
| Professional Tax                       | 208.00                     | Monthly        |  |
| Provident fund (Employee Contribution) | 1,320.00                   | Monthly        |  |
| Provident fund (Employer Contribution) | 1,320.00                   | Monthly        |  |
| <b>Net Salary in Hand</b>              | <b>14,972.00</b>           | <b>Monthly</b> |  |

### Allowance

| Component       | Amount (Rs.)               |
|-----------------|----------------------------|
| Daily Allowance | 300.00 / Day               |
| Out Station     | 450.00 / Day + Actual Fare |
| Ex-Station      | 300.00 / Day + Actual Fare |
| Hotel Bill      | Actual With Max Cap 900.00 |
| Fare            | Actual For 5 Tier / Bus    |
| Stationary      | Actual                     |
| Mobile Bill     | 500 / Month                |

For *Diagocare Life Sciences Pvt. Ltd.*

Prem Kumar

I have read and understood the terms and conditions stated above and hereby signify my acceptance of the same.

Signature

Date:

## DIAGNOCARE LIFE SCIENCES PRIVATE LIMITED

Old # 127B, Bricklin Road, Ground Floor, Purasaiwalkam, Chennai - 600 007.

Ph: 044 - 4262 0091. Cell: 97503 22013. E-mail: order@dcls.in

GSTIN: 33AAICD1113E1ZE



## DIAGNO CARE

On your joining the Company and meeting all the joining requirements as stated in Annexure-I, this provisional offer would be regularized.

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

Please sign and return this letter to HR, as a token of your acceptance. Best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Diagnocare Lifesciences Pvt., Ltd.,

Prem Kumar

National Sales Head

I agree to the above terms and conditions. \_\_\_\_\_

**PRAVEEN RAJ**

On the date of joining, please bring the following documents for verification / submission:

- Original and copies of your Educational Certificates (Date of Birth/Degree/PG/Professional)
- Relieving letter / Experience certificates from your previous employer(s) if applicable.
- Salary certificate of previous employer.
- Two Passport size colored photographs/Any Photo Identity Card.
- Copy of your passport or SSLC certificate, if any.
- Medical Fitness Certificate (as and when required).

**DIAGNOCARE LIFE SCIENCES PRIVATE LIMITED**

Old # 127B, Bricklin Road, Ground Floor, Purasaiwalkam, Chennai - 600 007.

Ph : 044 - 4262 0091. Cell : 97503 22013. E-mail : order@dcls.in

CSTIN : 33AAICD1113E1ZE

# Aerele Technologies Pvt. Ltd.

Get the best of OpenSource in your products!

15/06/2022

OF/2223/T/1/10

Dear Sandhiya M,

We are pleased to offer you the position of **Software Developer Intern**, with **Aerele Technologies Private Limited (AT)**. You will report to Mr. Vignesh Sekar, Director.

Your terms of Appointment will be as follows:

1. Your title will be **Software Developer Intern**. You will assume and discharge such responsibilities as are commensurate with such a position for which we believe you are well qualified.
2. We would expect you to start as early as possible but not later than **20 June 2022** and your initial place of posting will be in Tirupur, Tamil Nadu. However, if required, you may be transferred to another location, depending on AT's needs.
3. Your guaranteed Gross Remuneration will be at the rate of Rs 90,000/- (Rupees Ninety Thousand Only) for a period of nine months. After the internship period, you will be offered a full-time position based on your performance with a CTC of 4,00,000 INR/annum.
4. We understand that you are in your **7th semester** and really appreciate your effort in taking up an internship learning opportunity at this time. In return, we will be flexible to let you take up your practicals and other examinations that are required by your academic curriculum provided that you inform us at-least 7 days early about your planned long-term absence that can extend upto 45 days at maximum. Your remuneration will be on hold during your long-term absence and will resume at the same



40/76, 3rd East cross, Palayakaddu, Tiruppur - 641607



hello@aerele.in



+917790844832

rate after the completion of your academic responsibilities for this semester and once you're back to work.

5. On satisfactory performance, you will be offered a full time role at a compensation meeting the industry standards. The confirmation on the same shall be provided to you by 20 March 2022.

Please acknowledge and confirm your acceptance of these terms by signing and returning to us the enclosed copy of this letter.


We welcome you on board Aerele Technologies (P) Limited and look forward to a long and mutually beneficial association.


Yours sincerely  
For Aerele Technologies (P) Limited,  
Vignesh Sekar  
Director


I accept the terms of my offer with **Aerele Technologies Private Limited** as set forth herein.

\_\_\_\_\_  
Name: Sandhya M

\_\_\_\_\_  
Date

 40/76, 3rd East cross, Palayakoddu, Tiruppur - 641607

 hello@zoom.in

 +917799844832



Dear Sandhiya M,

Congratulations!

We are pleased to offer you the full time position of "Intern" with a Stipend of 10,000/Month inclusion of TDS based on the outcome of the interviews that you have attended with us. We trust that your knowledge, skills and experience will be amongst our most valuable assets and we are all excited about the potential that you would bring to our company.

On successful and satisfactory completion of your internship period, you will be confirmed as an employee of the company depending on your performance.

\*\* TDS applicable as per Govt. Norms

You will be issued the offer letter on your Date of Joining. You are requested to join us on 27<sup>th</sup> June 2022.

If you choose to accept this offer, please sign, scan, and email the letter to [hr@aalamssoft.com](mailto:hr@aalamssoft.com) on or before 15<sup>th</sup> June 2022 and revert back to us in case of any queries.

You are requested to report to the below address on the date of joining at 9.30am.

Address :No.75, II Floor, M Block, III Avenue, Anna Nagar East, Chennai 600 102, India.

You are requested to submit the following documents through mail on joining formalities (if applicable):

\*3 colored passport size photographs

\*Medical Fitness certificate

**Address proof:** Photocopies of any three of the following (2 copies)

- Passport
- Election id card
- Aadhar Card (Mandatory)
- Driving license
- Pan card (Mandatory)

**Originals and Photocopies of your educational certificates:**

- 10th mark sheet
- 12th mark sheet
- Degree marks sheet (All year semester marks sheets, consolidated mark sheet, degree certificate)

**Photocopies of your other course experience certificates:**

Email ids and phone numbers of at least 2 references. Reference email id and phone number – a must from your Training institution and College.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, your services with the company will be liable for termination.

We are all looking forward to having you on our team!

Best regards,

Anitha M

Sr HR Executive

March 14, 2023

Ms. Santhiya A  
santhiyamuthu4319@gmail.com  
Candidate Id: DS20230020

Dear Santhiya A,

Further to our interactions with you, we are pleased to offer you a position at **FACE Prep** (a unit of Focus 4D Career Education Private Limited known as FACE) as **Technical Mentor** in our **Skill Development Division**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE Prep.
2. You will report to **Mr. Tamilarasan (Senior Product Consultant)** or anyone whom he may depute.
3. Your date of joining will be **March 20, 2023**. Your base location will be **Coimbatore**.
4. You will join us for an **Initial Learning Training Program (ILTP)** from your date of joining until your academic commitments are completed successfully. During this period, you will be paid a stipend of **Rs.21,000/-**
5. On successful completion of your academic commitments, your three-month probation will begin. The probation period may be shortened based on your performance in the ILTP phase.
6. On successful completion of your probation, your CTC will be revised to **Rs. 5,09,726/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as travel, food, accommodation etc will be reimbursed as per the company policy.
7. Your notice period during ILTP & probation period is 15 days. Upon successful completion of probation, a notice period of 90 days will be effective by either party. Should the management feel that your performance during your employment is not satisfactory; the same may be terminated with immediate effect.
8. Your work timings will be a pre-agreed time slot of 8.5 hours in duration per day. In case if you are required to work on a holiday due to business requirements, you will be entitled for a compensatory off.
9. You will not be eligible for any earned leaves during your probation period and upon successful completion of your probation you will be eligible for 2.5 days earned leave (EL) per month as per the EL policy. You will also be eligible for 14 holidays as per the policy which will be prorated as per your date of joining.
10. You will have to use your own laptop and the internet connection.
11. This letter is a communication of an employment offer and is not a letter of appointment. Your letter of appointment will be issued after your joining. You are required to submit signed copy of this letter on date of joining. Non-submission of the same will be treated as non-acceptance of this offer.


1. Insurance Details

- All associates will be covered under the company group accidental insurance policies for Life Cover (Rs.10,00,000)
- Full time associates will be eligible Medical Cover (Rs.2,00,000 per annum).
- The premium details are mentioned above

2. Employees will be eligible for gratuity as per the Gratuity Act 1972 which mandates that an employee has to serve minimum of 5 years to be eligible for the same.

Thankyou  
Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.

A handwritten signature in blue ink, appearing to read 'Arumugam N Vadivelu', is written over the typed name.

Arumugam N Vadivelu

HR Business Partner

---

ACCEPTANCE OF OFFER

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

SANTHIYA. A

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Letter of Intent

**Date:** - 2/7/2023

**Dear:** - Santhiya A

**College:** - Nandha Group of Institutions

**Department:** - Medical Coding

#### **Greeting from Vee Technologies Private Limited!**

We are pleased to share with you this Letter of Intent for the position of **Medical Coding Trainee - Medical Coding**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter on the date of joining, which will outline the specific employment terms, conditions, and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- **Submitting all necessary documents at the time of joining**
- **No drop in any semester / year throughout the course**

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

During your employment with Vee Technologies Private Limited, you will be paid a Total Compensation of INR **2,04,000/- per annum (Rupees Two Lakhs and Four Thousand Only)**. A detailed compensation sheet will be shared along with the appointment letter.





The only Global Services company backed by its own university.

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Terms & Conditions

#### Training

You shall undertake classroom training for a period of **30 - 60 days** from the date of joining the Company to get trained as **Medical Coder Trainee - Medical Coding**. During this period, you shall be considered as "Trainee" for all purposes. The training shall automatically come to an end on your successful completion of training or on the expiry of **30- 60 days** of training whichever is earlier. You shall be assessed for the fitment of the role at the end of the training period, and you will be paid stipend of **INR 10,000/- per month** (or pro-rated), thereafter only. Your continuation of employment is contingent upon your successful completion of the training.

#### Tenure Commitment

You may have to execute a Non-Disclosure agreement as part of your long-term commitment for about **18 Months** as mutually agreed during the interview. Once the Non-Disclosure agreement is executed and if there is any breach, you may have to compensate **INR 50,000** to the Company as per the terms of the Non-Disclosure agreement.

During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

Confirmation Hike: - NOT APPLICABLE

#### Appraisal:

Employee who joins between **1st Jan – 31st Dec** will be eligible for **Appraisal Cycle (April)**

I acknowledge that there is no other commitment made by Talent Acquisition team on the compensation & position apart from what is specified in the offer letter.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

After completing the joining formalities, you should be flexible to work from any of our locations and work in rotational shifts based on business needs.

The company is not liable to the students to hire them if the business scenario changes.

Please consider this as a Letter of Intent.

The date of joining and further onboarding proceedings will be updated shortly after successful completion of your graduation.

We wish you a successful career with Vee Technologies, the 'DREAM EMPLOYER OF THE YEAR 2020'.

With best wishes,

*Gokulakannan S*  
Gokulakannan S,  
Manager - Human Resources  
Vee Technologies Pvt Ltd

Bangalore: Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

Bangalore RR Nagar: 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 96325 78003

Salem SEZ: Plot No:14, IT/ITES ELOOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem Tel: +91 427 234029

Chennai: Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel: +91 044 2433 1235

USA: New York: 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 646 837 0837

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

**Annexure - A**

|                             |               |
|-----------------------------|---------------|
| Basic                       | 6294          |
| House Rent Allowance        | 3147          |
| Conveyance Allowance        | 0             |
| Medical Reimbursement       | 0             |
| Piece Rate Incentives       | 3933          |
| VPLI                        | 2360          |
| <b>Gross Salary</b>         | <b>15734</b>  |
| Professional Tax            | 0             |
| ESI Employee                | 118           |
| PF Employee                 | 755           |
| Total Employee Contribution | 873           |
| <b>Net Salary</b>           | <b>14861</b>  |
| ESI Employer                | 511           |
| PF Employer                 | 755           |
| Total Employer Contribution | 1266          |
| <b>Monthly CTC</b>          | <b>17000</b>  |
| <b>Annual CTC</b>           | <b>204000</b> |

\* Professional Tax will be deducted as per the below table:

| State      | Amount in INR  |
|------------|--|
| Karnataka  | 200/ Month   |
| Telangana  | 150/Month  |
| Tamil Nadu | Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings |

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

**Declaration**

I have carefully read and understood the above intent including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

**Santhiya A**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052. Tel: +91 80 2220 8877

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R. Nagar, Bangalore - 560 098. Tel: +91 98325 78003

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Suramangalam SRO, Salem Tel: +91 427 234026

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**USA: New York:** 489 Fifth Avenue, 19th Floor, New York, NY 10017, Tel: 646 837 0837

### Letter of Intent

Date: - 2/7/2023

Dear: - Seema Rose

College: - Nandha Group of Institutions

Department: - Medical Coding

#### Greeting from Vee Technologies Private Limited!

We are pleased to share with you this Letter of Intent for the position of **Medical Coding Trainee - Medical Coding**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter on the date of joining, which will outline the specific employment terms, conditions, and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

During your employment with **Vee Technologies Private Limited**, you will be paid a Total Compensation of **INR 2,04,000/- per annum (Rupees Two Lakhs and Four Thousand Only)**. A detailed compensation sheet will be shared along with the appointment letter.

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**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 96325 78003

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**USA: New York:** 489 Fifth Avenue, 15th Floor, New York, NY 10017, Tel: 646 837 0837



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We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

## Terms & Conditions

### Training

You shall undertake classroom training for a period of **30 - 60 days** from the date of joining the Company to get trained as **Medical Coder Trainee - Medical Coding**. During this period, you shall be considered as **'Trainee'** for all purposes. The training shall automatically come to an end on your successful completion of training or on the expiry of **30- 60 days** of training whichever is earlier. You shall be assessed for the fitment of the role at the end of the training period, and you will be paid stipend of **INR 10,000/- per month** (or pro-rated), thereafter only. Your continuation of employment is contingent upon your successful completion of the training.

### Tenure Commitment

You may have to execute a Non-Disclosure agreement as part of your long-term commitment for about **18 Months** as mutually agreed during the interview. Once the Non-Disclosure agreement is executed and if there is any breach, you may have to compensate **INR 50,000** to the Company as per the terms of the Non-Disclosure agreement.

During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

**Confirmation Hike: - NOT APPLICABLE**

### Appraisal:

Employee who joins between **1st Jan – 31st Dec** will be eligible for **Appraisal Cycle (April)**

**I acknowledge that there is no other commitment made by Talent Acquisition team on the compensation & position apart from what is specified in the offer letter.**

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

After completing the joining formalities, you should be flexible to work from any of our locations and work in rotational shifts based on business needs.

The company is not liable to the students to hire them if the business scenario changes.

Please consider this as a Letter of Intent.

The date of joining and further onboarding proceedings will be updated shortly after successful completion of your graduation.

We wish you a successful career with Vee Technologies, the 'DREAM EMPLOYER OF THE YEAR 2020'.

With best wishes,

*Gokulakannan S*

Gokulakannan S,  
Manager - Human Resources  
Vee Technologies Pvt Ltd

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- Healthcare
- Engineering
- Finance & Accounting
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- Media

**Annexure - A**

|                             |               |
|-----------------------------|---------------|
| Basic                       | 6294          |
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| Conveyance Allowance        | 0             |
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| Piece Rate Incentives       | 3933          |
| VPLI                        | 2360          |
| <b>Gross Salary</b>         | <b>15734</b>  |
| Professional Tax            | 0             |
| ESI Employee                | 118           |
| PF Employee                 | 755           |
| Total Employee Contribution | 873           |
| <b>Net Salary</b>           | <b>14861</b>  |
| ESI Employer                | 511           |
| PF Employer                 | 755           |
| Total Employer Contribution | 1266          |
| <b>Monthly CTC</b>          | <b>17000</b>  |
| <b>Annual CTC</b>           | <b>204000</b> |

\* Professional Tax will be deducted as per the below table:

| State      | Amount in INR  |
|------------|--|
| Karnataka  | 200/ Month   |
| Telangana  | 150/Month  |
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**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

**Declaration**

I have carefully read and understood the above intent including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

*Seema Rose*

Seema Rose



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: seemarose11@gmail.com <seemarose11@gmail.com>

Thu, 13 Oct 2022 at 1:33 pm



Re: Campus Recruitment - Letter of Intent (LOI)

Dear SEEMA ROSE,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Re: Campus Recruitment - Letter of Intent (LOI)

Dear SHANJEEV,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

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Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfilment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lokendra', with a horizontal line underneath it.

Lokendra Sethi

VP-Human Resource

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Letter of Intent

Date: - 2/7/2023

Dear: - Sheril Priyadharshini

College: - Nandha Group of Institutions

Department: - Medical Coding

Greeting from Vee Technologies Private Limited!

We are pleased to share with you this Letter of Intent for the position of **Medical Coding Trainee - Medical Coding**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

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Baleari SEZ: Plot No:14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Annampalayam Village, Suramangalam SRO, Salem Tel: +91 42 2334029

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With best wishes,

*Gokulakannan S*

Gokulakannan S,  
Manager - Human Resources  
Vee Technologies Pvt Ltd

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**Annexure - A**

|                             |               |
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|------------|--|
| Karnataka  | 200/ Month   |
| Telangana  | 150/Month  |
| Tamil Nadu | Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings |

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

**Declaration**

I have carefully read and understood the above intent including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

Sheril Priyadarshini



**Boundaryless  
careers for limitless  
possibilities**

Work at the heart of change

To,

**Name :** Sheril Priyadharshini M K M K

**Re:** Important information post your clearance of the interview process during the Campus Visit

Dear Sheril Priyadharshini M K M K,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement.

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

"This is an electronically generated document does not require signatures"

## OFFER LETTER

OL-2022-0202

Dear Sugamathi Arumugam,

### **Congratulations!**

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of Rs. **476,700/- p.a. (Rupees Four Lakhs Seventy Six Thousand Seven Hundred only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

### **Probation**

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

### **Insurance Coverage**

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

### **Leaves**

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

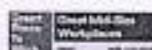
In addition to this, you can avail leave for **16 days** in your first year as part of the earned leave component.

### **Maternity and Paternity Policy**

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 14 continuous working days.

### **Working Hours**

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.





#### Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement and Service Agreement** (for a period of 2 years at the time of joining).

#### Background Verification

Zifo conducts background verification (BGV) for all its employees. We may leverage an external agency for this process and you would be required to share relevant identity proof and academic documents with them. In case of any submission of false or misleading information, Zifo will take action as deemed appropriate.

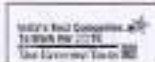
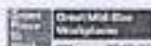
#### Joining Date

Your date of joining will be communicated through our Onboarding Platform – Launchpad.

**We warmly welcome you to the Zifo family!**

Regards,

Kamalahasan N  
Head – HR





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222839760/Chennai**  
**Date: 25/11/2022**

Ms. Vaishnavi J  
70a Karur Main Road,  
Karaiyur,  
Dharampuram-638661,  
Tamil Nadu.  
Tel# 91-9976294334

Dear Vaishnavi J,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20222839760**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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

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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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TCSL/DT20222839760

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2155 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1600 209 3111 Email: careers@tcs.com



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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

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4

## TATA CONSULTANCY SERVICES

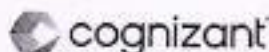
Tata Consultancy Services Limited

415/21-24, Kumbakonam Nagar, Sholinginallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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

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



## Letter of Intent (LOI)

Superset ID: 3600644

Date: November 25, 2022

Dear Vaishnavi J,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/cognizant.com/Pages/Feedback>

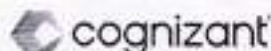
GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





## Letter of Intent (LOI)

Superset ID: 3619022

Date: November 25, 2022

Dear Vinovarthini Shanmugam,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with spend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in the full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,000/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus@cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreelakshmi  
Vice President - Human Resources



**OFFER LETTER**

**Date :15.02.2023**

Mr.C.DHANA SANJAI  
Komarapalayam

Dear Dhana Sanjai,

"CHANDRAA BUILDER" is pleased to offer you an opportunity as a "Site Supervisor" It would be required of you to join us by February 15, under the following terms and conditions.

**Stipend Amount : Rs. 12,000/- Per Month**

Working hours will be following as.  
Monday to Saturday (9:00 A.M – 06.00 P.M)

Sing on the Second copy accept this offer on the space provided and return it to us. We look forward to welcoming you to our team at "CHANDRAA BUILDER"

Sincerely,

with Regards,

**For CHANDRAA BUILDER**

*A. Shanmugam*  
**PARTNER**





Capital Tower, 3rd Floor,  
641, State Bank Colony, Second Cross,  
Salem - 636 004,  
Tamil Nadu, India.  
Phone: 0427-4055593

Date: 12 Jul 2023

To

Gokul Manikandan

Gandhi nagar second Street

Ageezh mahal

Sriramapuram

624622

**Appointment Order**

Dear Gokul Manikandan,

We are pleased to appoint you as **Trainee in Detailing-US** with effect from **12 Jul 2023**.

Your employment in our organization shall be governed by the following terms and conditions. The terms and conditions may be amended from time to time at the discretion of the Management.

1. You shall be initially on probation for a period of **180 days**. After the probation period is completed, you will be absorbed as the confirmed employee based on your performance and review. However, the organization reserves the right to extend the probation if required.
2. Once your employment has been confirmed, your notice period will be **60 days** from the date of Resignation.
3. You will continue in probation unless you receive a confirmation in writing from the respective department.
4. You shall perform all the duties as the position you hold with diligence and such other tasks that may be assigned to you depending on the nature of work.
5. You are liable for transfer or delegation to any of our office locations at the discretion of the Management.
6. You shall be paid a total remuneration as monthly Gross **(10,000.00)** of Indian Rupees /- (Your compensation structure is provided in the Annexure I)
7. Apart from the above, you are also eligible for Paid Offs, Performance Incentives, Food Coupons, Medical Insurance, etc., as per the company set practices.
8. You shall attain superannuation at the age of 58 years.



Capital Tower, 3rd Floor,  
641, State Bank Colony, Second Cross,  
Salem - 636 004,  
Tamil Nadu, India.  
Phone: 0427-4055593

9. Termination of your services by the management without notice would arise in the event of:

- a. Any contravention of the rules mentioned in standing orders
- b. Any other proven misconduct as per standing orders

This Termination action, Arrow Rebar will not have any liability towards employee notice pay.

10. You shall not disclose any confidential and proprietary information to anyone who is not authorized to obtain the same. You would be required to sign a Non-Disclosure Agreement (NDA) in this regard at the time of your joining the organization.

11. The organization reserves its right to amend the grade, designation, and salary structure offered to you from time to time.

12. You shall comply with the rules and regulations of the organization as stipulated in the standing orders, employee handbook, or in any other manners that are currently in force or amended in future from time to time.

13. The appointment is offered on the understanding that the information given by you is correct/true and complete. If found incorrect, this appointment may be withdrawn before you join service with us, or your services may be terminated at any time after you have taken up employment with us.

14. If you are absent for a period of 5 consecutive working days without the sanction of leave or overstay, you shall lose your lien on your employment. You shall be assumed to have abandoned employment voluntarily.

15. You shall take excellent care of and be responsible for the work equipment, official documents, tools, and other items/materials entrusted to you.

16. This offer is provided in duplicate. Please return the duplicate copy duly signed by you as a token that indicates you have read, understood, and accepted the terms & conditions of this appointment offer.

**Arrow Rebar Services.** welcomes you and offers delightful employment to work and hope that the association will be mutually beneficial and meaningful.

With best wishes,

For Arrow Rebar Services.,

A handwritten signature in black ink, appearing to read "S. Manikandan", written over a horizontal line.

Managing Partner

I hereby accept the terms and conditions of the employment mentioned in this order.

Name of Employee: **Gokul Manikandan**

Signature with

Date :





Capital Tower, 3rd Floor,  
641, State Bank Colony, Second Cross,  
Salem - 636 004,  
Tamil Nadu, India.  
Phone: 0427-4055593

**ANNEXURE I**

Employee Name : Gokul Manikandan

Employee Code : E0362

| Components           | Monthly Fixed    |
|----------------------|------------------|
| Basic                | 7,000.00         |
| House Rent Allowance | 1,750.00         |
| Other Allowance      | 1,250.00         |
| <b>Monthly Gross</b> | <b>10,000.00</b> |

\*You will be entitled for Statutory deductions like PF and ESIC (if applicable).

\*\*The earned salary executed in payroll with this compensation structure may attract Taxable income for your income tax declaration.

For Arrow Rebar Services.,

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

Managing Partner



Reg.TN07D0023243

**greensky**  
 Construction



Date : 13.02.23



Ref: gsc / Appointment / 2023 / 003

**ORDER OF APPOINTMENT**

Sub: Establishment - Er.K.GUHAN.BE. appointed as a Site Engineer In Our Construction - Order Issued.

\*\*\*\*\*

The Founder & Chief Executive of greensky construction is pleased to appoint Er.K.GUHAN.BE., as Site Engineer In Our construction as per the qualifications and experience.

To  
 Er. K.Guhan,  
 120/P, Ottarkarattupalayam  
 Alukuli (Po),  
 Gobi(Tk),  
 Erode(Dt).  
 Cell : 9445777542

*SPJ*  
 Founder & Chief Executive  
**greensky construction,**  
 213 A, Sandhaikadai Street,  
 Mevani Post, Gobi-638 313.

❖ Registered Engineer Grade-1 (RE-Gr.1) Gobichettipalayam Municipality (Reg.No:057/LS/2019/00007)

❖ Registered Structural Engineer Grade-1 (SE-1) Gobichettipalayam Municipality (Reg.No:057/LS/2019/00005)

❖ Registered Engineer Grade-1 (RE-Gr.1) EITCP. (Reg.No:04/2020/RE-Gr.1/EITCP)

❖ Registered Structural Engineer Grade - 1(RSE-Gr.1) EITCP. (Reg.No:05/2020/RSE-Gr.1/EITCP)

❖ Panel Engineer Class -1A in Erode district. R.Dis.18955/2020 dt.18.03.2021

❖ Chartered Engineer & Registered Valuer (Reg.No:AM17531-0)

+91 99525 42244 , +91 94882 65602  
 greenskyconstructiongobi@gmail.com

Senthoor Complex, Erode main road, Karattur,  
 Gobichettipalayam, Erode, TN.





# Shanmathi Constructions (P) Ltd.

07.02.2023

To

Illavarasan (19CE006)  
Final year  
Department of Civil Engineering  
Nandha Engineering College (Autonomous)  
Erode - 638 052

Dear Illavarasan

We would like to confirm that you have been selected and appointed as Site Er.in our organization. The training will be at our Irrigation Project near Sirkali. You are advised to following the terms and conditions.You are asked to ensure self safety while while mobilizing to various sites.

You are asked to report to Mr. Murugan, Project Manager (90035-27240) on 10 February 2023.  
You will be designated as trainee and will be entitled with food and accommodation in our premises.

Wish you all success to pursue the internship and hope you will have a maximum technical take away after the training.

Copy to:

The Dean, Department of Civil Engineering  
Nandha Engineering College (Autonomous), Erode

For SHANMATHI SONSTRUCTIONS





# Shanmathi Constructions (P) Ltd.

07.02.2023

To

Kirubhanand S (19CE011)  
Final year  
Department of Civil Engineering  
Nandha Engineering College (Autonomous)  
Erode - 638 052

Dear Kirubhanand,

We would like to confirm that you have been selected and appointed as Site Er. in our organization. The training will be at our Irrigation Project near Sirkali. You are advised to following the terms and conditions. You are asked to ensure the self safety while mobilizing to various sites.

You are asked to report to Mr. Murugan, Project Manager (90035-27240) on 10 February 2023. You will be designated as trainee and will be entitled with food and accommodation in our premises.

Wish you all success to pursue the internship and hope you will have a maximum technical take away after the training.

Copy to:

The Dean, Department of Civil Engineering  
Nandha Engineering College (Autonomous), Erode

For SHANMATHI SONSTRUCTIONS







# Shanmathi Constructions (P) Ltd.

07.02.2023

To

Praveen G (19CE017)  
Final year  
Department of Civil Engineering  
Nandha Engineering College (Autonomous)  
Erode - 638 052

Dear Praveen,

We would like to confirm that you have been selected and appointed as Site Er. in our organization. The training will be at our Irrigation Project near Sirkali. You are advised to following the terms and conditions. You are asked to ensure self safety while mobilizing to various sites.

You are asked to report to Mr. Murugan, Project Manager (90035-27240) on 10 February 2023.

You will be designated as trainee and will be entitled with food and accommodation in our premises.

Wish you all success to pursue the internship and hope you will have a maximum technical take away after the training.

Copy to:

The Dean, Department of Civil Engineering

Nandha Engineering College (Autonomous), Erode

For SHANMATHI SONSTRUCTIONS



# B.T.R. CONSTRUCTION

R.Udhayasankar ME.,LBS.,  
Managing Director

Tower Opposite, Pungar Colony,  
Bhavanisagar - 638 451.  
Sathy (Tk), Erode Dt.,  
Cell: 76394 44321, 83003 23321  
Email: constructionbtr@gmail.com

Date: 20.07.2023

This is to certify Ms. Kalamani M R

We are glad to inform you that you are Selected and Appointed as a Junior Drafting Engineer (JDE) in our company. The Period of training program will be assigned by 2nd week of February, 2023 to 4th week of July, 2023. The Salary Pay scale will be revised once after the successful completion of training program.

You shall be paid a total remuneration as monthly Gross Rs. 10,000.00 / month

We congratulate for your Placement in our company, we wish you a great career with us.

With best wishes,

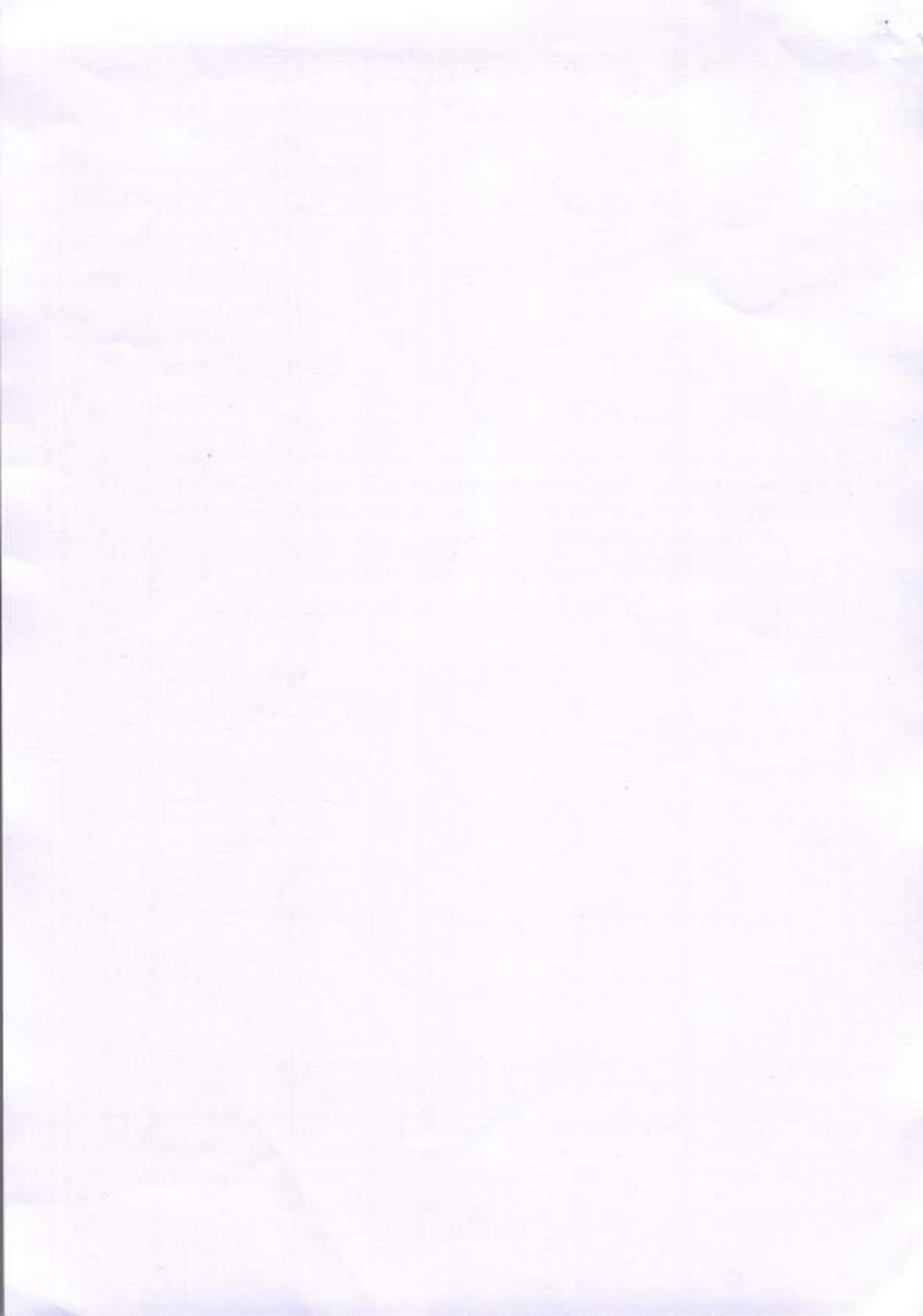
For BTR Construction



R. UDHAYASHANKAR  
MANAGING DIRECTOR

R.UDHAYASANKAR ME.,  
Licensed Building Surveyor  
Engineer & Contractor  
B.T.R. CONSTRUCTION  
Bhavanisagar, Cell:76394-44321

*We are undertaking : Building Plan, Structural Designs, 3D Elevation Work, Interior & Exterior Work,  
Blue Print Approval, Loan Approval, Building & Bank Estimate, Consulting Civil & Structural Works*



# B.T.R. CONSTRUCTION

**R.Udhayasankar** ME.,LBS.,  
Managing Director

Tower Opposite, Pungar Colony,  
Bhavanisagar - 638 451.  
Sathy (Tk), Erode Dt.,  
Cell: 76394 44321, 83003 23321  
Email: constructionbtr@gmail.com

Date: 20.11.2023

This is to certify **Mr. Raja P and Shreenath S**

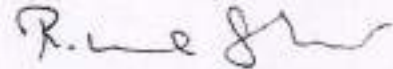
We are glad to inform you that you are Selected and Appointed as a Graduate Engineer Trainee (GET) – Site Execution in our company. The Period of training program will be assigned by 2nd week of February, 2023 to 4th week of July, 2023. The Salary Pay scale will be revised once after the successful completion of training program.

You shall be paid a total remuneration as monthly Gross Rs. 10,000.00 / month

We Congratulate for your Placement in our company, we wish you a great career with us

With best wishes,

For BTR Construction



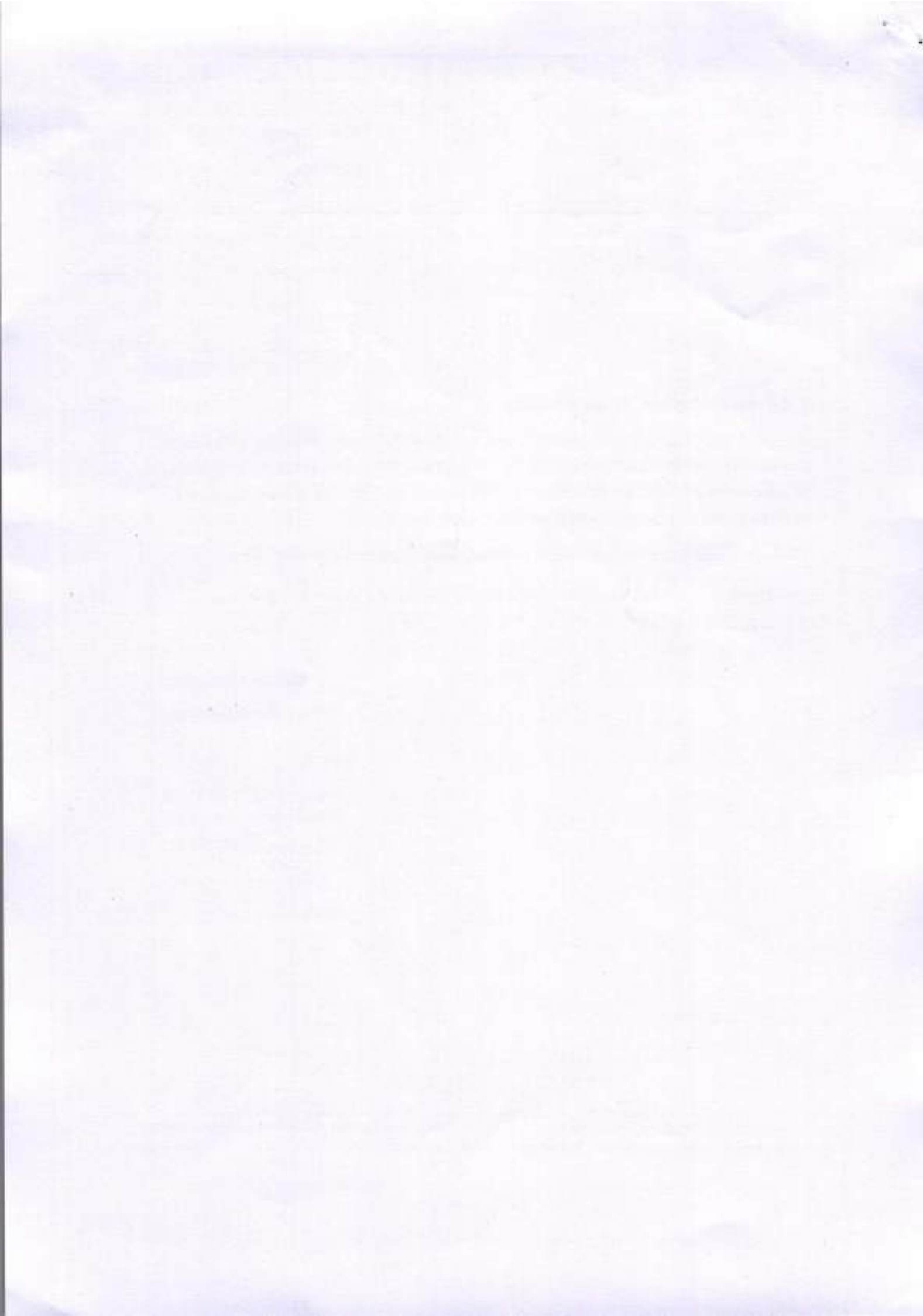
**R. UDHAYASHANKAR**  
MANAGING DIRECTOR

**R.UDHAYASANKAR** ME.,  
Licensed Building Surveyor  
Engineer & Contractor  
B.T.R. CONSTRUCTION  
Bhavanisagar, Cell:76394 44321

---

*We are undertaking : Building Plan, Structural Designs, 3D Elevation Work, Interior & Exterior Work,  
Blue Print Approval, Loan Approval, Building & Bank Estimate, Consulting Civil & Structural Works*

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# KRC CONSTRUCTIONS

Info\_krcecons@gmail.com  
45, zara complex II floor,  
Valipalayam, Tiruppur-7.



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Ref No: 12/HR/2023/1-101

Dated: 01.02.2023

Confirmation of Appointment for the selected candidates,

Letter of Offer – Internship & Trainee – Site Engineer

we are happy to announce the Mr.M. Kiran Kumar selected for the post of **Trainee – Site Engineer**.

As a Trainee – Site Engineer the candidates will be entitled with a sum of **Rs.13, 000 per month**. During the entire period of your employment you will be expected to fulfill all the duties and responsibilities assigned to you and that you may be deputed to any site works in any locations based on the business requirements.

The Students shall report to duty once the Final Semester Examinations is conducted. We congratulate all on their appointment and wish them to have a long career with us.

Er. Vedhanayagam. T  
Managing Director

---







Date : 18.02.23.....

Ref: gsc / Appointment / 2023 / 004



### ORDER OF APPOINTMENT

Sub: Establishment – Er.S.NANDHINI.BE. appointed as a Design Engineer in Our Construction – Order issued.

\*\*\*\*\*

The Founder & Chief Executive of greensky construction is pleased to appoint Er.S.NANDHINI.BE., as Design Engineer in Our construction as per the qualifications and experience.

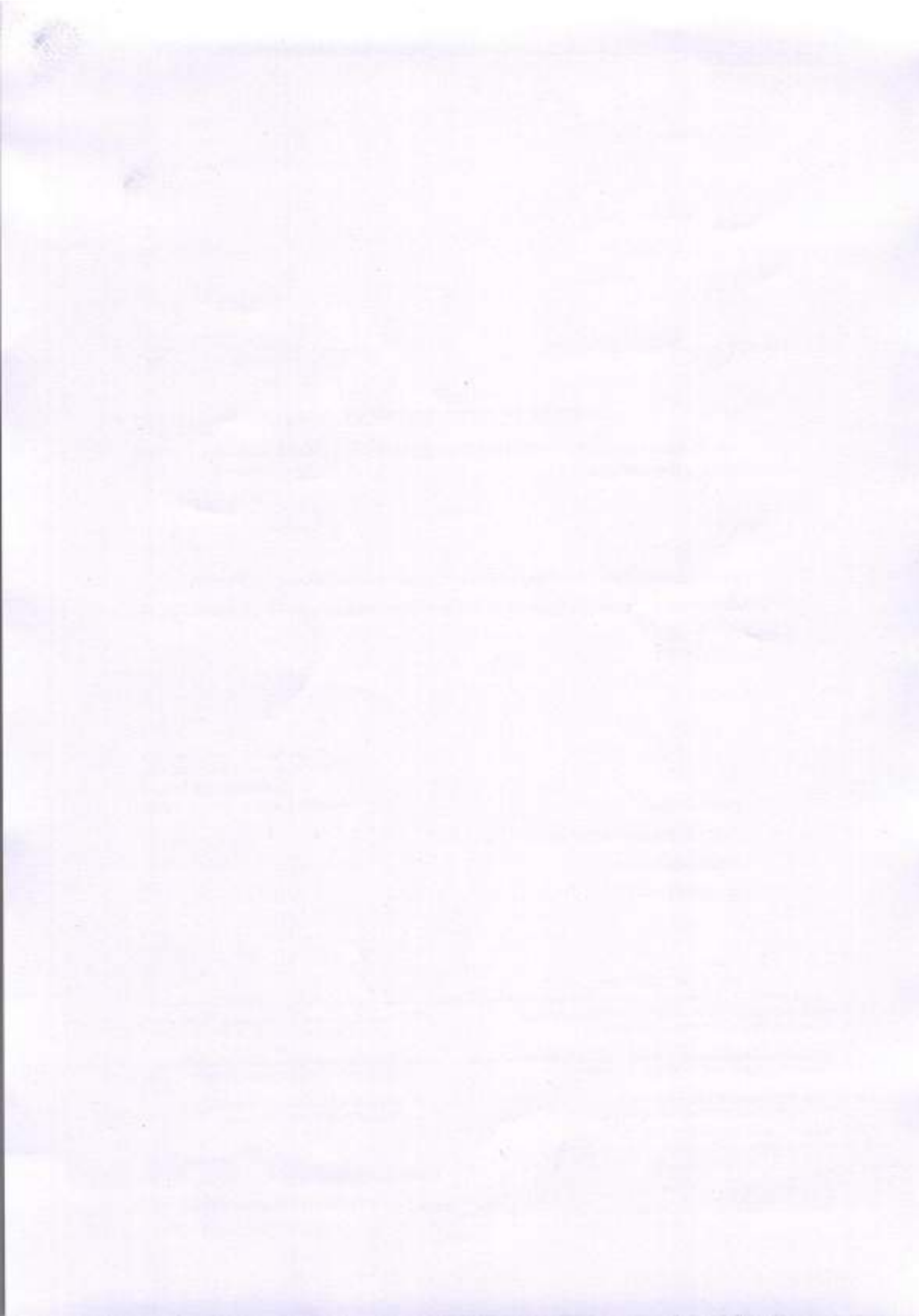
To  
 Er. S.Nandhini  
 26/1, Suthanandhan 3<sup>rd</sup> street  
 Palayapalayam  
 Erode(Dt).

*SW*  
 Founder & Chief Executive  
 greensky construction,  
 213 A, Sandhaikadai Street,  
 Mevani Post, Gobi- 638 313.

Accepted / Not accepted

- ❖ Registered Engineer Grade II (RE-II) Gobichettipalayam Municipality (Reg.No:057/LB/2019/00007)
- ❖ Registered Structural Engineer Grade-1 (SE-1) Gobichettipalayam Municipality (Reg.No:057/LB/2019/00005)
- ❖ Registered Engineer Grade-1 (RE-Gr.1) EDTCP. (Reg.No:04/2020/RE-Gr.1/EDTCP)

- ❖ Registered Structural Engineer Grade - 1 (RSC-Gr.1) EDTCP. (Reg.No:05/2020/RSC-Gr.1/EDTCP)
- ❖ Panel Engineer Class - IA in Erode district. R.Dis.18955/2020c2 dt.18.05.2021
- ❖ Chartered Engineer & Registered Valuer (Reg.No:AM175731-0)



# DESIGN WISE

Engineer & Structural Consultant

Er. M. NANDHA KUMAR M.E (Struc.)  
9865955462



Ref No: 21/HR/2023/54 Dated: 03.04.2023

Dear **NAVEEN S**

*Letter of Appointment - Trainee - Design Engineer*

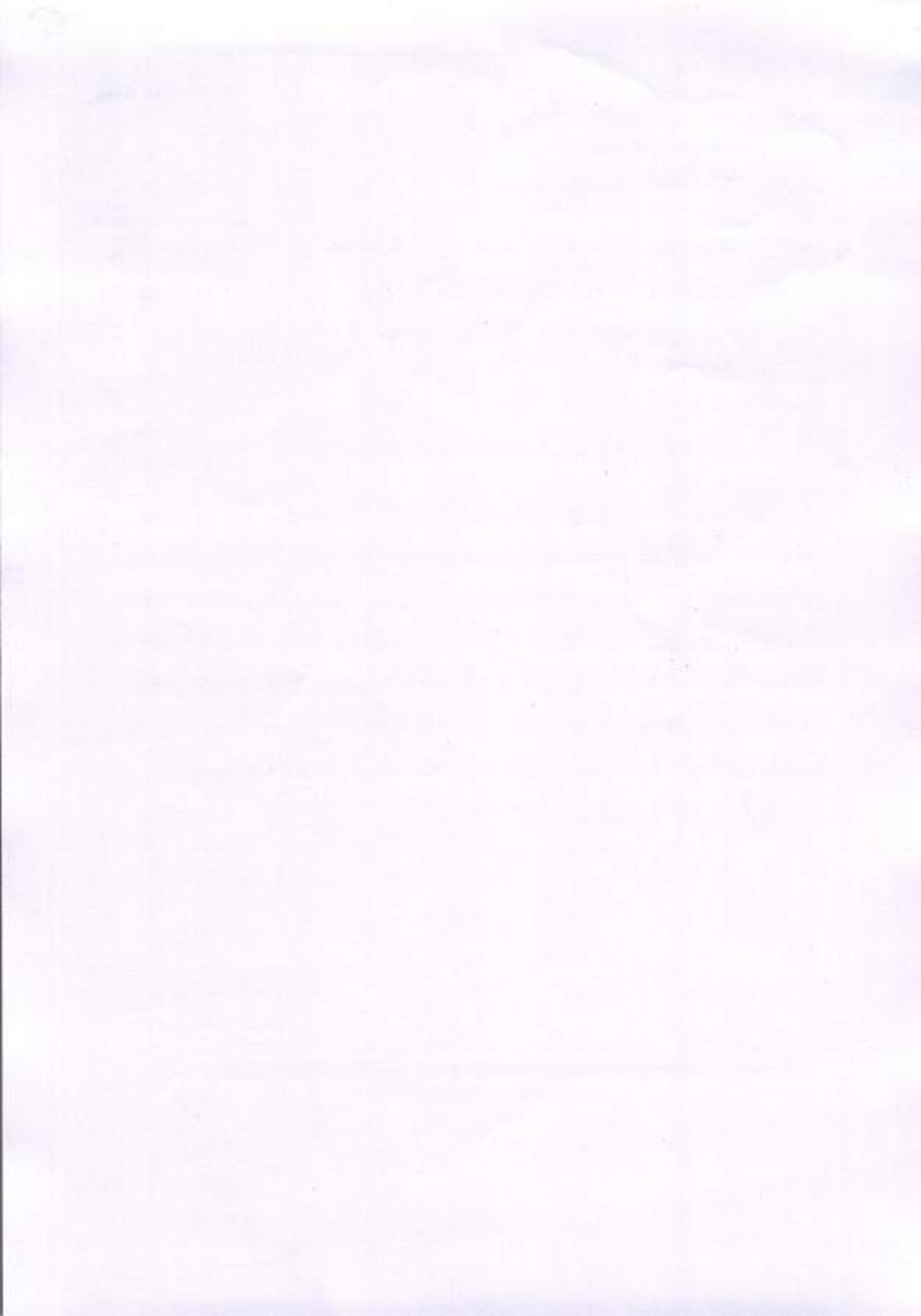
WE ARE HAPPY TO ANNOUNCE THE YOU ARE SELECTED FOR THE POST OF **TRAINEE - DESIGN ENGINEER**. AS A TRAINEE - DESIGN ENGINEER YOU WILL BE ENTITLED WITH A SUM OF RS.12,500 PER MONTH. DURING THE ENTIRE PERIOD OF YOUR EMPLOYMENT YOU WILL BE EXPECTED TO FULFILL ALL THE DUTIES AND RESPONSIBILITIES ASSIGNED TO YOU AND THAT YOU MAY BE DEPUTED TO ANY SITE WORKS IN ANY LOCATIONS BASED ON THE BUSINESS REQUIREMENTS.

Engineer & Structural  
Consultant

THANKS WITH REGARDS.

M.NANDAKUMAR, M.E(Struc.)

545/A, 2nd Floor, Thilagam Building, Perundurai Road, Near Senthil Multi speciality Hospital,  
Erode - 638 011. Off: 0424 3556088



APPOINTMENT LETTER

Date: 31.01.2023

Mr. R.NIRMAL ✓  
Komarapalayam

02/02/2023

Dear Nirmal,

"CHANDRAA BUILDER" is pleased to offer you an opportunity as a "Site Supervisor" role for 4 months. It would be required of you to join us by February 01 2023, under the following terms and conditions.

Stipend amount: Rs. 12,000/- Per month ✓

Working hours will be following as.

Monday to Saturday (9:00 A.M-06:00 P.M)

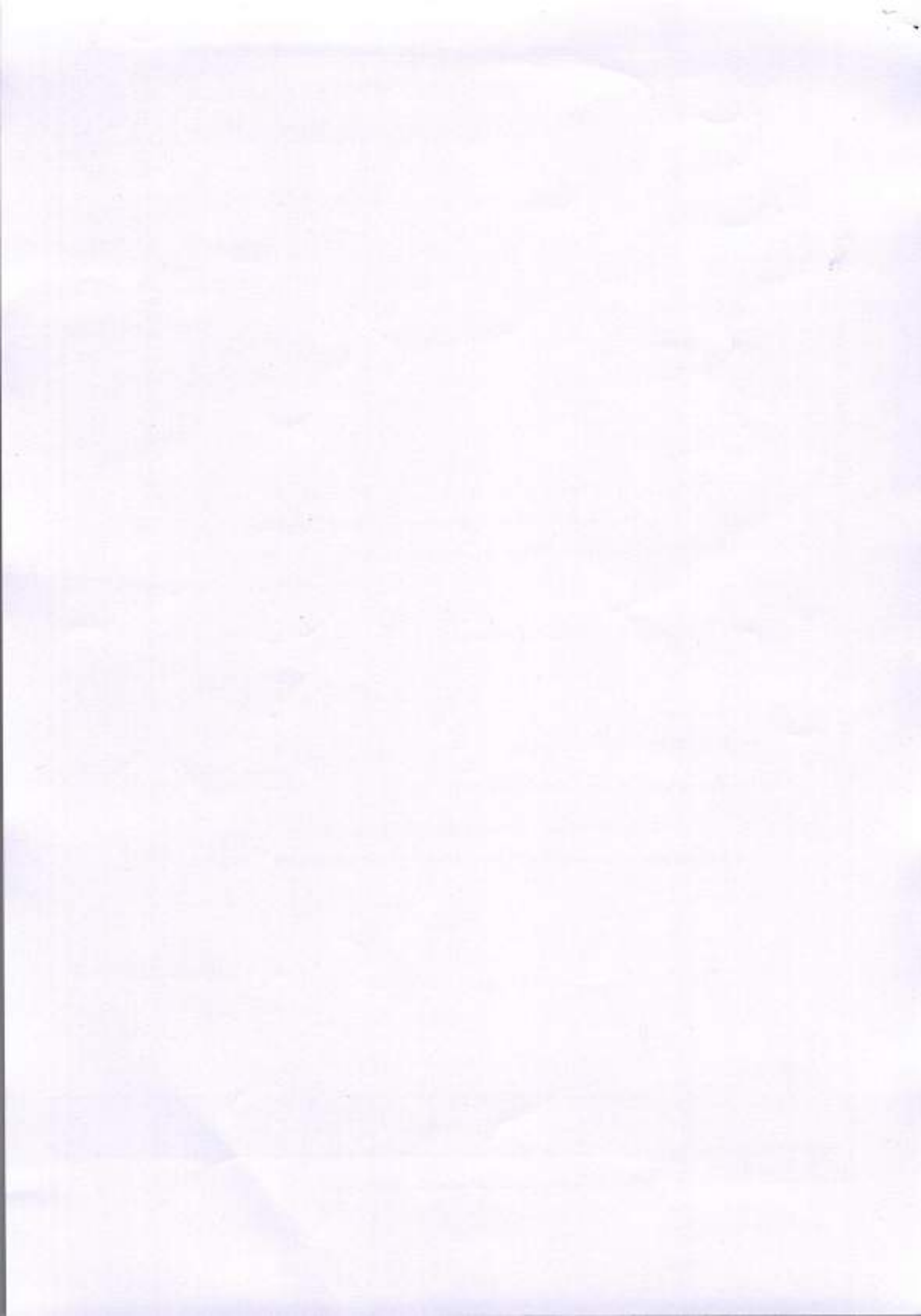
Sign on the second copy for accept this offer on the space provided and return it to us  
We look forward to welcoming you to our team at "CHANDRAA BUILDER"

Sincerely,

With Regards,

For CHANDRAA BUILDER

G. Shatrin  
PARTNER



# SRIDHAR & CO.,

Dated on 07.02.2023, T.No: 2023/ 2/ 11

## **Confirmation - Letter of Offer - Trainee Engineer (Site).**

Further to the Campus Interview that our company conducted in the institutions, we are happy to announce the students selected list for the post of Trainee Engineer (Site).

As a Trainee Engineer (Site) the candidates will be entitled with a sum of Rs.15,000 per month., During the entire period of your employment you will be expected to fulfill all the duties and responsibilities assigned to you and that you may be deputed to any site works in any locations based on the business requirements.

The Selected Candidates names are enlisted below.

- 1. PRAVEEN R      2. SRISHAASHTA S      3.GUNASEKARAN. M**



**PROPERITOR**







Ref: HR/Work Agmt /01-23

Date: 09/01/2023

### **BuildNext Construction Work Agreement**

Name: SAYYID MOHAMMED NAFHATHULLA C M  
Thekkele Valappil House, Kochannur,  
Vadakkkad, Thrissur, Kerala-679562

Dear SHAHID,

We are pleased to engage your services in the position of **Site engineering contractor** for our residential project at Kannur ,effective 09th January, 2023.

Terms & conditions of this work agreement are as follows:

#### **Role & Responsibilities:**

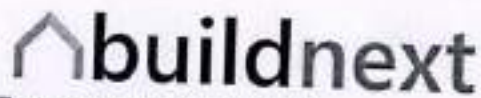
- Act as the main technical adviser in the construction site for subcontractors and operatives.
- Act as a point of contact for the client in such a way to elevate customer experience.
- Ensure work force management for the assigned project which includes arranging men, material and machinery for the project.
- Check plans, drawings and quantities for accuracy of calculations.
- Ensure that all materials used and works performed are in accordance with the specification.
- Oversee the selection and requisition of materials organizing materials and ensuring sites are safe and clean.
- Drawing up work schedules and communicating any adjustments to crew members and clients.
- Delegating tasks and scheduling meetings and training sessions where required.
- Completing quality assurance and providing feedback to the team.
- Carry out day-to-day management of the site, including supervising and monitoring the site labor force.
- Plan the work and efficiently organize the plant and site facilities in order to meet agreed deadlines.
- Project Updation (Material, Labour, Consumption) in Tracker/ MIS Reports.

#### **Monthly Work Agreement Fee & Travel Allowance**

1. The monthly work Agreement fee shall be Rs 15000 per month, for a mandatory attendance of 25 days per month or pro-rata depending on actual working days as marked in the site attendance register.
2. In addition to the above, you are also eligible for a daily transportation allowance of Rs 2.8 per km per site managed by you.

BuildNext Construction Solutions Private Limited, 67/2355, 2<sup>nd</sup> Floor, V-One Plaza, Near Income Tax Office, Old Railway Station Road, Ernakulam – 682 018, Kerala

CIN: U45209KL2015PTCD39339



### Tenure of Work Agreement

- a) The work agreement will be starting from 09/01/2023 till the completion of the project.
- b) If the project is completed in less than the pre agreed date, then also you will be getting the full months payment as agreed.
- c) If there are delays that prevent project completion beyond the planned time (that are not due to your performance issues), then you will get 50% of the original pay per month for the remaining period beyond the date. All payments are on a pro-rata basis depending on actual working days as marked in the site attendance register.

### Working Hours/days

- a) Monday to Saturday will be working with Sunday as the weekly holiday.
- b) Working hours will be from 8 am till 5 pm which can be extended based on the requirements of work and labor availability.
- c) If the work gets stopped due to any exigencies/natural calamities/containment zone declaration then those days will be counted as no work, no pay days.
- d) Leave under utmost emergency must have the prior approval of your reporting project manager.

### General Code of Conduct

- i) The Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people around you to achieve optimum output. You shall endeavor to promote the interest of the Company and your conduct at all times shall be such as not to damage the interest or reputation of the Company.
  - a. Not transferring or granting any gift or payment to government officials to obtain business or to violate Anti-Corruption Act or similar Indian Laws or Regulations;
  - b. Not accepting either directly or indirectly, any commission, share in profits, presents or gratuities from any party dealing with, seeking to deal with the Company or its affiliates all as set forth from time to time in the company's Rules and laws and regulations applicable to COMPANY, its affiliates and all its group employees from time to time.
  - c. Maintaining the Company's and client's confidential information, not disclosing it to third parties or other employees unless such persons "have a need to know" and not using (directly or indirectly) such confidential information for your own benefit or for the benefit of others.
- ii) You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangements, administrative, financial and/or organizational matters of a confidential/ secret nature, which may be your privilege to know by virtue of you being our contractor/ employee.
- iii) You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this contract/ employment.



- iv) You shall not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- v) You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other actions as it deems proper in the event of your failure to account for such material or property to its satisfaction.

#### TERMINATION OF WORK AGREEMENT

---

- a) Immediate termination of agreement under any act of dishonesty, disobedience, insubordination, incivility, intemperance, or other misconduct or neglect of duty or incompetence on your part in the discharge of your duties or the breach on your part of any of the terms, conditions or stipulations contained in this In case of misconduct, including loss of confidence arising out of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency.
- b) In the event of you wanting to discontinue the work agreement with BuildNext, you need to serve a notice period of 14 working days to be relieved from the duty.
- c) If for any reason BuildNext choose to terminate the agreement prior to the full length of contract, in such case, all dues will be settled pro rata basis on actual working days.

We look forward to your joining our team for a successful and pleasant association.

For BuildNext Construction Solutions Private Limited



**Lakshmi Ajesh**  
Sr. Executive - HR

#### ACKNOWLEDGMENT AND ACCEPTANCE

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Name & Signature





Ref: HR/Work Agmt /01-23

Date: 09/01/2023

### **BuildNext Construction Work Agreement**

Name: SHAHID HUSSAIN MIR,  
Thekkele Valappil House, Kochannur,  
Vadakked, Thrissur, Kerala-679562

Dear SHAHID,

We are pleased to engage your services in the position of **Site engineering contractor** for our residential project at Kannur ,effective 09th January, 2023.

Terms & conditions of this work agreement are as follows:

#### **Role & Responsibilities:**

- Act as the main technical adviser in the construction site for subcontractors and operatives.
- Act as a point of contact for the client in such a way to elevate customer experience.
- Ensure work force management for the assigned project which includes arranging men, material and machinery for the project.
- Check plans, drawings and quantities for accuracy of calculations.
- Ensure that all materials used and works performed are in accordance with the specification.
- Oversee the selection and requisition of materials organizing materials and ensuring sites are safe and clean.
- Drawing up work schedules and communicating any adjustments to crew members and clients.
- Delegating tasks and scheduling meetings and training sessions where required.
- Completing quality assurance and providing feedback to the team.
- Carry out day-to-day management of the site, including supervising and monitoring the site labor force.
- Plan the work and efficiently organize the plant and site facilities in order to meet agreed deadlines.
- Project Updation (Material, Labour, Consumption) in Tracker/ MIS Reports.

#### **Monthly Work Agreement Fee & Travel Allowance**

1. The monthly work Agreement fee shall be Rs 15000 per month, for a mandatory attendance of 25 days per month or pro-rata depending on actual working days as marked in the site attendance register.
2. In addition to the above, you are also eligible for a dally transportation allowance of Rs 2.8 per km per site managed by you.

BuildNext Construction Solutions Private Limited, 67/2355, 2<sup>nd</sup> Floor, V-One Plaza, Near Income Tax Office, Old Railway Station Road, Ernakulam – 682 018, Kerala

CIN: U45209KL2015PTC039339



### Tenure of Work Agreement

- a) The work agreement will be starting from 09/01/2023 till the completion of the project.
- b) If the project is completed in less than the pre agreed date, then also you will be getting the full months payment as agreed.
- c) If there are delays that prevent project completion beyond the planned time (that are not due to your performance issues), then you will get 50% of the original pay per month for the remaining period beyond the date. All payments are on a pro-rata basis depending on actual working days as marked in the site attendance register.

### Working Hours/days

- a) Monday to Saturday will be working with Sunday as the weekly holiday.
- b) Working hours will be from 8 am till 5 pm which can be extended based on the requirements of work and labor availability.
- c) If the work gets stopped due to any exigencies/natural calamities/containment zone declaration then those days will be counted as no work, no pay days.
- d) Leave under utmost emergency must have the prior approval of your reporting project manager.

### General Code of Conduct

- i) The Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people around you to achieve optimum output. You shall endeavor to promote the interest of the Company and your conduct at all times shall be such as not to damage the interest or reputation of the Company.
  - a. Not transferring or granting any gift or payment to government officials to obtain business or to violate Anti-Corruption Act or similar Indian Laws or Regulations;
  - b. Not accepting either directly or indirectly, any commission, share in profits, presents or gratuities from any party dealing with, seeking to deal with the Company or its affiliates all as set forth from time to time in the company's Rules and laws and regulations applicable to COMPANY, its affiliates and all its group employees from time to time.
  - c. Maintaining the Company's and client's confidential information, not disclosing it to third parties or other employees unless such persons "have a need to know" and not using (directly or indirectly) such confidential information for your own benefit or for the benefit of others.
- ii) You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangements, administrative, financial and/or organizational matters of a confidential/ secret nature, which may be your privilege to know by virtue of you being our contractor/ employee.
- iii) You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this contract/ employment.



- iv) You shall not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- v) You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other actions as it deems proper in the event of your failure to account for such material or property to its satisfaction.

#### **TERMINATION OF WORK AGREEMENT**

---

- a) Immediate termination of agreement under any act of dishonesty, disobedience, insubordination, incivility, intemperance, or other misconduct or neglect of duty or incompetence on your part in the discharge of your duties or the breach on your part of any of the terms, conditions or stipulations contained in this In case of misconduct, including loss of confidence arising out of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency.
- b) In the event of you wanting to discontinue the work agreement with BuildNext, you need to serve a notice period of 14 working days to be relieved from the duty.
- c) If for any reason BuildNext choose to terminate the agreement prior to the full length of contract, in such case, all dues will be settled pro rata basis on actual working days.

We look forward to your joining our team for a successful and pleasant association.

For BuildNext Construction Solutions Private Limited

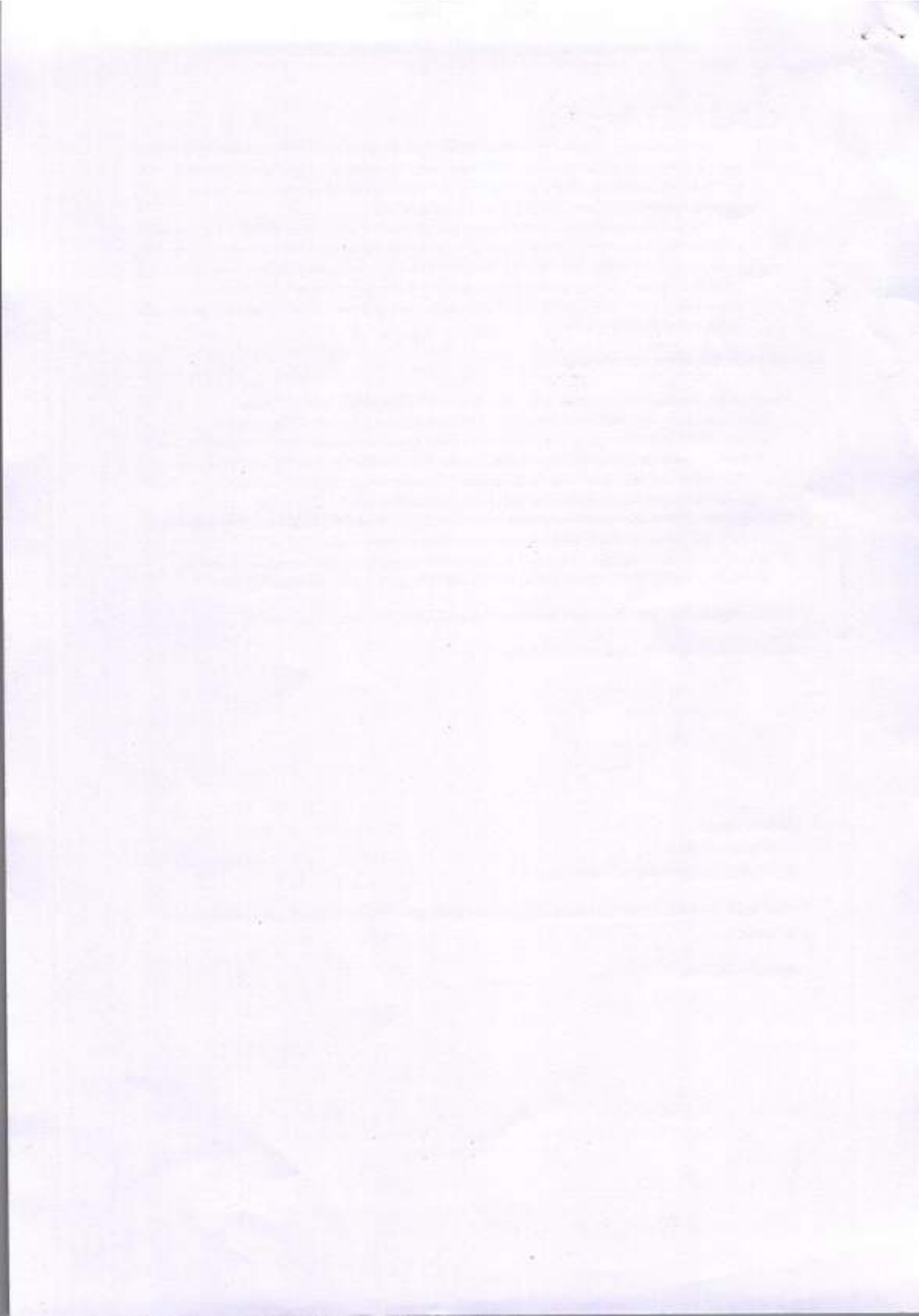


**Lakshmi Ajesh**  
**Sr. Executive - HR**

#### **ACKNOWLEDGMENT AND ACCEPTANCE**

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Name & Signature







Capital Tower, 3rd Floor,  
641, State Bank Colony, Second Cross,  
Salem - 636 004,  
Tamil Nadu, India.  
Phone: 0427-4055593

Date: 21 Jun 2023

To

Sivasakthi Balan S

28/1

Akil medu 3rd Street

Sait colony

638001

**Appointment Order**

Dear **Sivasakthi Balan S**,

We are pleased to appoint you as **Trainee in Estimation** with effect from **21 Jun 2023**.

Your employment in our organization shall be governed by the following terms and conditions. The terms and conditions may be amended from time to time at the discretion of the Management.

1. You shall be initially on probation for a period of **180 days**. After the probation period is completed, you will be absorbed as the confirmed employee based on your performance and review. However, the organization reserves the right to extend the probation if required.
2. Once your employment has been confirmed, your notice period will be **60 days** from the date of Resignation.
3. You will continue in probation unless you receive a confirmation in writing from the respective department.
4. You shall perform all the duties as the position you hold with diligence and such other tasks that may be assigned to you depending on the nature of work.
5. You are liable for transfer or delegation to any of our office locations at the discretion of the Management.
6. You shall be paid a total remuneration as monthly Gross (**10,000.00**) of Indian Rupees /- (Your compensation structure is provided in the Annexure I)
7. Apart from the above, you are also eligible for Paid Offs, Performance Incentives, Food Coupons, Medical Insurance, etc., as per the company set practices.
8. You shall attain superannuation at the age of 58 years.



Capital Tower, 3rd Floor,  
641, State Bank Colony, Second Cross,  
Salem - 636 004,  
Tamil Nadu, India.  
Phone: 0427-4055593

9. Termination of your services by the management without notice would arise in the event of:

- a. Any contravention of the rules mentioned in standing orders
- b. Any other proven misconduct as per standing orders

This Termination action, Arrow Rebar will not have any liability towards employee notice pay.

10. You shall not disclose any confidential and proprietary information to anyone who is not authorized to obtain the same. You would be required to sign a Non-Disclosure Agreement (NDA) in this regard at the time of your joining the organization.

11. The organization reserves its right to amend the grade, designation, and salary structure offered to you from time to time.

12. You shall comply with the rules and regulations of the organization as stipulated in the standing orders, employee handbook, or in any other manners that are currently in force or amended in future from time to time.

13. The appointment is offered on the understanding that the information given by you is correct/true and complete. If found incorrect, this appointment may be withdrawn before you join service with us, or your services may be terminated at any time after you have taken up employment with us.

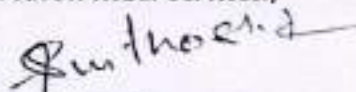
14. If you are absent for a period of 5 consecutive working days without the sanction of leave or overstay, you shall lose your lien on your employment. You shall be assumed to have abandoned employment voluntarily.

15. You shall take excellent care of and be responsible for the work equipment, official documents, tools, and other items/materials entrusted to you.

16. This offer is provided in duplicate. Please return the duplicate copy duly signed by you as a token that indicates you have read, understood, and accepted the terms & conditions of this appointment offer.

**Arrow Rebar Services.** welcomes you and offers delightful employment to work and hope that the association will be mutually beneficial and meaningful.

With best wishes,  
For Arrow Rebar Services.,

  
Managing Partner

I hereby accept the terms and conditions of the employment mentioned in this order.

Name of Employee: **Sivasakthi Balan S**

Signature with

Date : .



Capital Tower, 3rd Floor,  
641, State Bank Colony, Second Cross,  
Salem - 636 004,  
Tamil Nadu, India.  
Phone: 0427-4055593

**ANNEXURE I**

Employee Name : Sivasakthi Balan S

Employee Code : E0351

| Components           | Monthly Fixed    |
|----------------------|------------------|
| Basic                | 7,000.00         |
| House Rent Allowance | 1,750.00         |
| Other Allowance      | 1,250.00         |
| <b>Monthly Gross</b> | <b>10,000.00</b> |

\*You will be entitled for Statutory deductions like PF and ESIC (if applicable).

\*\*The earned salary executed in payroll with this compensation structure may attract Taxable income for your income tax declaration.

For Arrow Rebar Services.,

Managing Partner





**RS CONSTRUCTION**

Ar. Arunkumar. M  
Er. Jeganathan. A.M

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10<sup>th</sup> April 2023

App.No: 2023/1/25-1

**Confirmation of Appointment for the selected candidates - Letter of Offer - Site Engineer**

**Mr. R. Sukumar**, we are happy to announce the you have been selected for the post of **Site Engineer - Execution**.

As a Trainee – Site Engineer the candidates will be entitled with a sum of Rs. 9,000 per month., During the entire period of your employment you will be expected to fulfill all the duties and responsibilities assigned to you and that you may be deputed to any site works in any locations based on the business requirements.

Managing Director





Capital Tower, 3rd Floor,  
641, State Bank Colony, Second Cross,  
Salem - 636 004,  
Tamil Nadu, India.  
Phone: 0427-4055593

Date: 21 Jun 2023

To

Baskar K

74

Kilaku theru

Sellam palayam

638501

### Appointment Order

Dear Baskar K,

We are pleased to appoint you as Trainee in Estimation with effect from 21 Jun 2023.

Your employment in our organization shall be governed by the following terms and conditions. The terms and conditions may be amended from time to time at the discretion of the Management.

1. You shall be initially on probation for a period of **180 days**. After the probation period is completed, you will be absorbed as the confirmed employee based on your performance and review. However, the organization reserves the right to extend the probation if required.
2. Once your employment has been confirmed, your notice period will be **60 days** from the date of Resignation.
3. You will continue in probation unless you receive a confirmation in writing from the respective department.
4. You shall perform all the duties as the position you hold with diligence and such other tasks that may be assigned to you depending on the nature of work.
5. You are liable for transfer or delegation to any of our office locations at the discretion of the Management.
6. You shall be paid a total remuneration as monthly Gross (**10,000.00**) of Indian Rupees /- (Your compensation structure is provided in the Annexure I)
7. Apart from the above, you are also eligible for Paid Offs, Performance Incentives, Food Coupons, Medical Insurance, etc., as per the company set practices.
8. You shall attain superannuation at the age of 58 years.



Capital Tower, 3rd Floor,  
641, State Bank Colony, Second Cross,  
Salem - 636 004,  
Tamil Nadu, India.  
Phone: 0427-4055593

9. Termination of your services by the management without notice would arise in the event of:
- Any contravention of the rules mentioned in standing orders
  - Any other proven misconduct as per standing orders

This Termination action, Arrow Rebar will not have any liability towards employee notice pay.

10. You shall not disclose any confidential and proprietary information to anyone who is not authorized to obtain the same. You would be required to sign a Non-Disclosure Agreement (NDA) in this regard at the time of your joining the organization.
11. The organization reserves its right to amend the grade, designation, and salary structure offered to you from time to time.
12. You shall comply with the rules and regulations of the organization as stipulated in the standing orders, employee handbook, or in any other manners that are currently in force or amended in future from time to time.
13. The appointment is offered on the understanding that the information given by you is correct/true and complete. If found incorrect, this appointment may be withdrawn before you join service with us, or your services may be terminated at any time after you have taken up employment with us.
14. If you are absent for a period of 5 consecutive working days without the sanction of leave or overstay, you shall lose your lien on your employment. You shall be assumed to have abandoned employment voluntarily.
15. You shall take excellent care of and be responsible for the work equipment, official documents, tools, and other items/materials entrusted to you.
16. This offer is provided in duplicate. Please return the duplicate copy duly signed by you as a token that indicates you have read, understood, and accepted the terms & conditions of this appointment offer.

**Arrow Rebar Services.** welcomes you and offers delightful employment to work and hope that the association will be mutually beneficial and meaningful.

With best wishes,

For Arrow Rebar Services.,

Managing Partner

I hereby accept the terms and conditions of the employment mentioned in this order.

Name of Employee: **Baskar K**

Signature with Date :





Capital Tower, 3rd Floor,  
641, State Bank Colony, Second Cross,  
Salem - 636 004,  
Tamil Nadu, India.  
Phone: 0427-4055593

**ANNEXURE I**

Employee Name : Baskar K

Employee Code : E0341

| Components           | Monthly Fixed |
|----------------------|---------------|
| Basic                | 7,000.00      |
| House Rent Allowance | 1,750.00      |
| Other Allowance      | 1,250.00      |
| Monthly Gross        | 10,000.00     |

\*You will be entitled for Statutory deductions like PF and ESIC (if applicable).

\*\*The earned salary executed in payroll with this compensation structure may attract Taxable income for your income tax declaration.

For Arrow Rebar Services.,

Managing Partner



Er. K.P. Vijaya kumar BE, LBS.

Consulting Civil Engineer  
Registered Engineer  
032/LS/2020/00047-II  
Registered Engineer - 037/RE-III



**VIJAY ASSOCIATES**

93454 44400  
88833 57600

Date : .....

Dear N. M. NAVEEN


**Reg - Confirmation of Appointment – Jr. Site Engineer**

Further to the Interview that our company conducted in our company premises, we are glad to announce the selected candidate for the post of **Jr. Site Engineer**.

As a **Trainee – Jr. Site Engineer** the candidate will be entitled with a sum of **Rs. 12,500** per month. During the entire period of your employment you will be expected to fulfill all the duties and responsibilities assigned to you and that you may be deputed to any site works in any locations based on the business requirements.

We congratulate you on your appointment and wish you an extensive and flourishing profession with us, we assure you of our support for your specialized progress and growth.

We look forward to welcoming you into our Vijay Associates family.

  
Er.K.P. VIJAYA KUMAR BE, LBS.  
Consulting Civil Engineer  
Registered Engineer - 032/LS/2020/00047-II  
Registered Engineer - 037/RE-III  
283/2, 284, T.S.K. Nagar,  
60 Feet, Dharampuram Road, TIRUPUR-4.  
Cell: 93454 44400, 88833 57600

📍 283/2,284, T.S.K. Nagar, 60 Feet Road, Tirupur - 641 604.

✉ k.p.vijayakumarcivil005@gmail.com





CSE

Offer: Computer Consultancy  
Ref: TCSL/DT20222907205/Chennai  
Date: 25/11/2022

M<sup>s</sup> Akshayapriya B S  
13 Palanipuram 1st Street,  
Bhavani,  
Erode-638301,  
Tamilnadu,  
Tel:-

Dear Akshayapriya B S,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Parkside Nagar, Sholinganagar, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6615 7272 Fax: 91 44 6615 2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Narayan Road, Mumbai-400 021  
TCS Career Service Hot: 1800 297 31 / 1800 297 31 / 1800 297 31 / 1800 297 31



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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

41/21-24, Kamaraj Nagar, Sholinganahur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu India

Tel: 91 44 6616 2777 Fax: 91 44 6616 2555 Website: www.tcs.com

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

TCS Careers Service Line: 1800 209 3111 E-mail: careers@tcs.com



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 38th Floor, Narayan Point, Mumbai-400 021  
TCS Career Services: 1-800-209-4111 Email: careers@tcs.com





## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TCSL/DT20222907205**

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### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

Tel: 91 44 6616 7777 Fax: 91 44 6616 2555 Website: www.tcs.com

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

TCS careers Service@ – 1800 209 3111 Email: careers@tcs.com



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### 4. Working Hours

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

### 5. Mobility

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

### 6. Compensation Structure / Salary components

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

### 7. Increments and Promotions

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

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. 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.



## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. 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 an associate of TCSL.

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



#### 16. Retirement

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

#### 17. Pre-employment Medical Certificate

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

#### 18. Employment of Non Indian Citizens

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

#### 19. Background Check

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

#### 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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#### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumbhari Street, Sholinganallur, Old Mahabalipuram, Chennai-600 119 Tamil Nadu India

Tel: 91-44-6616 2222 Fax: 91-44-6616 2555 Website: www.tcs.com

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

TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



## **22. Letter of Appointment**

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

## **23. Rules and Regulations of the Company**

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

## **24. Compliance to all clauses**

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

## **25. Data Privacy Clause:**

(a) 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.

(b) 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.

(c) 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.

(d) 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.



(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





**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 this employment and this offer will be automatically withdrawn.

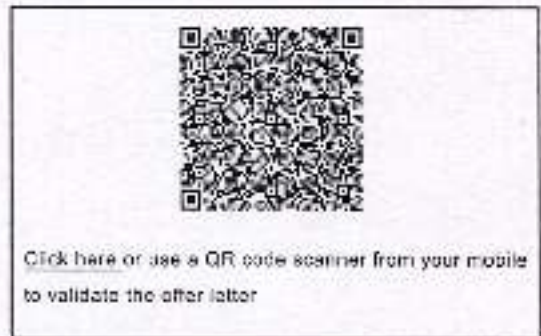
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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



GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Akshayapriya B S                  |
| Designation    | Assistant System Engineer-Trainee |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 14,784        | 1,77,408        |
| Bouquet Of Benefits #                 | 7,646         | 91,752          |
| <b>2) Performance Pay**</b>           |               |                 |
| Monthly Performance Pay               | 1,700         | 20,400          |
| Quarterly Variable Allowance^         | 600           | 7,200           |
| <b>3) City Allowance</b>              | 200           | 2,400           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,774         | 21,289          |
| Gratuity                              | 711           | 8,533           |
| Total of Annual Components & Retirals | 2,485         | 37,722          |
| <b>TOTAL GROSS</b>                    | <b>27,415</b> | <b>3,36,877</b> |
| Xplore/ Learning Incentive****        |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly      | Annual        |
|----------------------------------|--------------|---------------|
| House Rent Allowance             | 5,914        | 70,968        |
| Leave Travel Assistance          | 1,232        | 14,784        |
| Food Card                        | 500          | 6,000         |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>7,646</b> | <b>91,752</b> |



## Annexure 2

|  |   |
|--|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Garima Park, IT/ITES SEZ, Plot # 41,<br/>Gandhinagar - 382007</p>  | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100, Karnataka</p>  |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue: Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br/>15, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751021</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, A5F Insignia, Gurgaon -<br/>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br/>Haryana</p>   | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-14 &amp; A-15, Ground, 1st to 5th Floor &amp; 10th<br/>floor, Galaxy Business Park, Block - C &amp; D, Sector - 67,<br/>Noida - 201 309, UP</p>                        |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati -<br/>781006, Assam</p>   | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramguda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 109-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Bada Bangarda, Tehsil<br/>Hatod, Indore - 452028,<br/>Madhya Pradesh</p>  | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecomare 10 building, 2nd Floor, Plot - IIF/12, New<br/>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br/>Auditorium, 2nd Floor, Wanderers Building, Delta Park<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark,<br/>Kakkanad, Kerala 682012</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantre Park, Pokhoran Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400605</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan Sez, Nagpur, Telhara, Maharashtra 441105,</p>   | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057, Maharashtra</p>  |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepal Park, Technopark Campus, Kariyavattom P.O.<br/>Trivandrum - 695581, India</p>  |   |



**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/hor 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 the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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 it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

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

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

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

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





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

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



**DXC Technology | DECP FY'23 Hiring | Letter of Intent**  
 | Recruitment

To: [DXCIndiaCampusHiring@dxcc.com](mailto:DXCIndiaCampusHiring@dxcc.com)  
 From: [arjagowal@dxcc.com](mailto:arjagowal@dxcc.com) and [rohit@dxcc.com](mailto:rohit@dxcc.com)

Thu, 13 Oct, 2022 at 1:37 pm



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Arjagowal,

Congratulations!

We, IT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi  
 VP-Human Resource

If you have queries or concerns please reach us at [DXCIndiaCampusHiring@dxcc.com](mailto:DXCIndiaCampusHiring@dxcc.com) or call/WhatsApp at 960892296 from 9 am to 6:30 pm, Monday to Friday.

W. Technology India Private Limited - 9th Floor, Block-D (Maxwell Tower, TRL), Info Park Barambadan IT City, Rajiv Gandhi Sala, Barambadan, Chennai - 600083. CIN: U72900IN2005PL002989.  
W. Technology Company - This message is transmitted to you by or on behalf of W. Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind W. Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



**Sonata Software - DET Letter of Intent 2023**

11/20/2023

Reshan Rishi R [Reshan.Rishi@sonata-software.com](mailto:Reshan.Rishi@sonata-software.com)  
To: [ashwinr1218@gmail.com](mailto:ashwinr1218@gmail.com) [ashwinr1218@gmail.com](mailto:ashwinr1218@gmail.com)

Tue, 20 Nov 2023 at 7:34 a



To,  
Mr. Ashwin R  
Nandha Educational Institutions, Erode  
Tamil Nadu

Congratulations on your selection to be a Sonatian and our Brand Champion!

This letter is in reference to your application to Sonata Software Ltd through campus/off-campus recruitment process.

We take pleasure in offering you the role of "Digital Engineer Trainee" with us for the salary of 4 LPA. Please note that the offer of appointment is subject to satisfactory completion of your academic course and meeting the Sonata Software recruitment process & policy.

You will soon receive the offer letter from Sonata Software!

Regards,

Campus Recruitment Team



[in](#) [twitter](#) [facebook](#) [instagram](#)

Disclaimer: "The message contained in this email and any attachments may contain confidential or legally privileged information. The information contained in this communication is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful. If you have received this communication in error please notify us immediately by replying to this email and then delete it from your system. Sonata Software is not liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt."

**Subject: Letter of Intent**

Dear Bharathraj,

**Congratulations!**

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee**.
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai**. However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

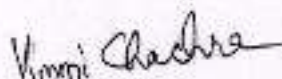
The validity of this offer is subject to your joining us on or before **August'23**.

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For **Sopra Steria (India) Limited**



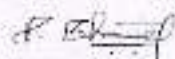
Authorized Signatory

Accepted and Confirmed

Name: BHARATHRAJ P

Father's Name : PRABU RAJ M

Signature:



Date : 15.09.2022

Contact Details: 6381855378



VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

**Fwd: Mphasis\_Letter of Intent 2023!**

1 message

19CS009 &lt;bhaskar.19cs009@nandhaengg.org&gt;

Mon, Mar 27, 2023 at 11:03 AM

To: VINO PARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

----- Forwarded message -----

From: Mphasis - Campus Hiring &lt;campushires@mphasis.com&gt;

Date: Mon, Mar 20, 2023 at 1:53 PM

Subject: Mphasis\_Letter of Intent 2023!

To: bhaskar.19cs009@nandhaengg.org &lt;bhaskar.19cs009@nandhaengg.org&gt;

Cc: placement@nandhainstitutions.org &lt;placement@nandhainstitutions.org&gt;

Ref.No- MPHTH\_CD2023-1070

Dear Bhaskar M,

College Name: **Nandha Engineering College, Erode.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1<sup>st</sup> of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

**Important Note:** It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2023 passing out candidates anytime between July 1, 2023 to May 31, 2024. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to [campushires@mphasis.com](mailto:campushires@mphasis.com).

**Thanks and Regards**

**Mphasis – Campus Team**

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**OFFER LETTER**

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Dear Bhavadharani R A,

**Congratulations!**

You have been selected to join VINSINFO through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Developer** with a consolidated pay of Rs. 331884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

**Probation**

You will be on probation for a period of 6 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

**Non-Disclosure Agreement and Service Agreement**

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 30 months) at the time of joining.

**Leaves**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

**Maternity and Paternity Policy**

At VINSINFO, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your manager.

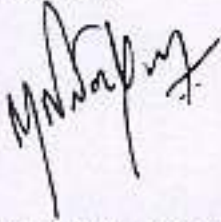
The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.

**Joining Date**

Your date of joining will be communicated separately.

We warmly welcome you to the VINS family!

Regards,



Authorised Signatory



Private & Confidential  
Not to be shared with  
any other person  
without  
written  
approval  
of the  
Company & its  
Authorized  
Representatives

Date: 08/10/23

**Name:** Bhuvaneshwar  
**College Name:** Veeva College of Engineering  
**Department:** PECE

Letter of Intent

Dear Bhuvaneshwar,

Greeting from Veeva Technologies - Private Limited.

We are pleased to share with you the Letter of Intent for the position of **AP Caller Trainee - Medical Billing**. We trust that this opportunity finds you mutually excited about your new employment with Veeva Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are excited that you have joined us with us.

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall issue a detailed Appointment Letter, which will define the complete employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer of offer of employment or a letter for the contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as private and confidential.

This letter of intent is valid subject to you

- Submitting all necessary documents at the time of joining.
- No drop in any semester / year throughout the course.

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training, employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training call employment. If you do not consolidate the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

**Bangalore:** 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet

**Bangalore XL Nagar:** 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet

**Salem:** 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet

**Salem SEZ:** 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet

**Chennai:** 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet

**USA:** 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet, 100 Feet

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

During your employment with Vee Technologies Private Limited, you will be paid a Total Compensation of INR 3,00,000/- per annum. A detailed compensation sheet will be shared along with the appointment letter.

During your period of Training with Employment, you can be posted / transferred to any of our sites & worldwide. Your employment will be governed by the local regulations and policies of the company.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within 07 (07) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,  
 for Vee Technologies Private Limited,



Ke Sivan  
 Manager - Human Resources

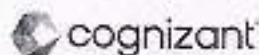
Acceptance by Applicant below

I have read this Letter of Intent and accept the same.

Name: Bhuvaneshwar

Signature: 

Date: 13.02.2023



## Letter of Intent (LOI)

Superset ID: 2872283

Date: November 25, 2022

Dear DHUVANESWARAN K,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

The LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with allowed during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employee-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and process fees. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI within the term / Full-time employment Offer Letter due to non-conformance or performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



2172741 / ELTP-CAMPUS / 2023

15-Dec-2022

Subject: Letter of Intent

Dear Nalankumar,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- o You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- o You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- o You will be under **probation** for a period of **3 (Three) months** from the date of joining.
- o You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- o In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, ( Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- o At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least **2 years** from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- o You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

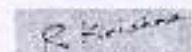


We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on [CampusJoining@techmahindra.com](mailto:CampusJoining@techmahindra.com)

This Letter of Intent shall cease to be valid on 30-Jun-2023 or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,  
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

**Annexure - A**

**Learning and Certification**

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

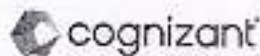
Detailed learning instructions will be communicated separately.

| Category                     | Udemy Course Name   | Course Duration (in Hrs) |
|------------------------------|---|--------------------------|
| Programming Foundations      | Programming 101   | 4.5                      |
| Data Structures & Algorithms | Data Structures A-Z : Data Structures + Algorithms Bootcamp           | 7.5                      |
| Web Programming              | Complete Web Design Course: HTML, CSS, Javascript and jQuery & Vue JS | 27.5                     |
| Linux Fundamentals           | Learn Linux in 5 Days and Level Up Your Career                        | 13.5                     |
| Shell Scripting              | Bash Shell Scripting: Crash Course For Beginners                      | 5.5                      |
| SQL                          | SQL for Beginners: Learn SQL using MySQL and Database Design          | 8                        |
| Python basics                | The Python Bible Everything You Need to Program in Python             | 9                        |
| Cloud Computing              | A Practical Introduction to Cloud Computing                           | 2.5                      |
| Agile & Scrum                | Agile Fundamentals: Including Scrum and Kanban - 2022                 | 4.5                      |
| Software Testing             | Certified Tester ISTQB Foundation Level (CTFL) - Updated 2022         | 9.5                      |
| Communication                | The Art of Communications ? Become a Master Communicator              | 4                        |
| Email Writing                | Write Better Emails: Tactics for Smarter Team Communication           | 1.5                      |
| Business Etiquettes          | Business Etiquette 101: Social Skills for Success                     | 4.7                      |



**Annexure - B**

|  |                         |
|--|-------------------------|
| <b>Total Cost to Company (TCC) (Per Annum)</b>   | <b>325000</b>           |
| <b>Components of Total Cost to Company</b>   | <b>INR. (Per Annum)</b> |
| Basic (@40% of Total Fixed Pay)  | 112394                  |
| HRA (@70% of Basic Pay)  | 78076                   |
| Bonus/Statutory Bonus  | 48000                   |
| Employer's contribution to Provident Fund (@12% of Basic Pay)  | 13487                   |
| <b>Flexible Components of TFP ^</b>  | <b>28428</b>            |
| <b>Total Fixed Pay (Per Annum)</b>   | <b>280985</b>           |
| Total Variable Pay (TVP) (Per Annum) (*)   | 31221                   |
| <b>Total.....(A)</b>   | <b>312206</b>           |
| <b>Additional Benefits.....(B)</b>   | <b>12794</b>            |
| Gratuity   | 5407                    |
| Insurance Premiums (towards GTLI, GMIP and GPAI)   | 7387                    |
| <b>Total Cost to Company (Per Annum) -----(A) + (B)</b>  | <b>325000</b>           |
| ^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.   |                         |
| LTA  | 12,000                  |
| Meal Card (Max INR. 2200 per month)  | 26,400                  |
| Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.  |                         |
| (*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year   |                         |
| <b>Additional Benefits :</b> In addition to the above, you will also be eligible for the below-mentioned benefits -  |                         |
| i) Gratuity : As per Payment of Gratuity Act   |                         |
| ii) Insurance  |                         |
| a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate   |                         |
| b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs. |                         |
| c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.   |                         |



## Letter of Intent (LOI)

Superset ID: 2006120

Date: November 25, 2022

Dear CHATHRIYA K,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

The LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information (Personal Information) submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/cognizant.com/Feedback>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Naya Sreekumar  
Vice President - Human Resources





The Vee Group of Companies  
 is pleased to announce the  
 We specialize in  
 • Healthcare  
 • Engineering  
 • Finance & Accounting  
 • IT  
 • Logistics  
 • Retail

Date: 28-Feb-21

Name : CHENNYANSURE  
 College Name : HANDEGA College of Engineering  
 Department : CSE

**Letter of Intent**

Dear CHENNYANSURE,

Greeting from Vee Technologies Private Limited.

We are pleased to share with you this Letter of Intent for the position of **AR Caller Trainee - Medical Billing**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to your meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

Bangalore: Sindoor, 71, 2nd Stage Bangalore - 560 022, Tel. + 91 80 2256 6677

Bangalore RR Nagar: 56-Floor, 4, 4C3, Sarda Complex, 1st Cross, 1st Stage Road RR Nagar Bangalore - 560 096, Tel. + 91 80 225 2100

Salem-4/14, Telangana Road, Maraganur, Salem - 676 202, Tel. + 91 427 2341 001

Salem SCL: No. 14, P. H. S. Road SCL, Salem Bangalore RR 7 Road, 1st Stage Maraganur, Maraganur, Salem - 676 202, Tel. + 91 427 2341 001

Chennai: 10, 1st Cross, 1st Stage, Anna Nagar, Chennai - 600 024, Tel. + 91 44 225 2100

45  
Dec-2022

Mr. D Dhakshin Prasath  
12/15,6th Cross street,Apex colony  
Kumarapalayam (Namakkal-DT)  
Kumarapalayam - 638183

Dear Dhakshin,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1



### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

### **Conflict of interest Guidelines.**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

### **Working Hours**

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

#### Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

#### Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

#### Termination & Recovery

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

**Non – Competition**

- (a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.
- (b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

**Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or Internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.





**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

Sincerely,

---

Jeyasree Sankaran  
Human Resources



08.02.2023

**Ms. Dhanapriya R**

**Sub: Offer Letter**

Dear **Ms. Dhanapriya R**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "S.K.", written over a light blue horizontal line.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com

Dec-2022

**Mr.A.C.Dharanidharan**  
114/121,Kandikattuvalasu  
Avai Poondurai  
Ercode - 638115

Dear Dharanidharan,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs.5/-Lakhs per annum(Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

### Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

### Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

### Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or 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 anytime, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

### Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

**Leave Eligibility:**

You are entitled to leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

**Health Insurance**

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

**Termination & Recovery**

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

- v. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vi. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- vii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

**Non-Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

**Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that

misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

**Dispute**

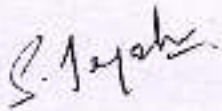
Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During On boarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

Sincerely,



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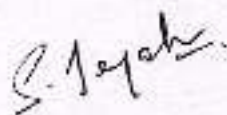
Jeyasree Sankaran  
Human Resources



| A-Base Component               | Monthly (Rs.) | Annual(Rs.)   |
|--------------------------------|---------------|---------------|
| Basic                          | 15000         | 180000        |
| HRA                            | 7500          | 90000         |
| <b>Total of A</b>              | <b>22500</b>  | <b>270000</b> |
| <b>B -Basket of Allowances</b> |               |               |
| Medical Allowances             | 1250          | 15000         |
| LTA                            | 1300          | 15600         |
| Conveyance                     | 1600          | 19200         |
| Special Allowance              | 4883          | 58600         |
| <b>Total of B</b>              | <b>9033</b>   | <b>108400</b> |
| <b>C-Retirals</b>              |               |               |
| Provident Fund                 | 1800          | 21600         |
| <b>Total of C</b>              | <b>1800</b>   | <b>21600</b>  |
| <b>Total(A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D- Benefits</b>             |               |               |
| Benefits                       | 8333          | 100000        |
| <b>Total of D</b>              | <b>8333</b>   | <b>100000</b> |
| <b>Total(A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVASOFTWARE Pvt. Ltd.,

To AVASOFTWARE Pvt.Ltd.,



Jeyasree Sankaran  
Human Resources

A.C.Dharanidharan  
Trainee Engineer



DXC Technology | DECP FY'23 Hiring | Letter of Intent

1 message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: <harshikanusamy@gmail.com> <harshikanusamy@gmail.com>

Thu, 13 Oct 2022 at 1:37 pm



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Dharshini,

Congratulations!

We, IT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

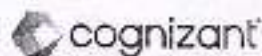
Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lakshmi Selhi

VP-Human Resource



## Letter of Intent (LOI)

Superset ID: 2841100

Date: November 25, 2022

Dear DHYAN APARNA M,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel the LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

**Code of Conduct:** You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference, <https://www.cognizant.com/us/en/india/na/na/cocde-of-conduct.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from you and within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://teams2.cognizant.com/cognizant.com/Feedback/ask>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sivekumar  
Vice President - Human Resources





## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: dineshvj1045@gmail.com <dineshvj1045@gmail.com>

Thu, 13 Oct, 2022 at 1:36 pm



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Dineshbabu,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

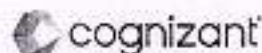
Loken SETHI

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL, Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

DXC Technology Company - This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



## Letter of Intent (LOI)

Superset ID: 3608123

Date: November 25, 2022

Dear Dinesh Kumar K,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time Internship with aligned during your final semester and terms and conditions governing such full-time Internship program shall be detailed in the formal Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During the full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,800/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

**Code of Conduct:** You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/india/management/code-of-conduct.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empanelled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus.cognizant.com/People/Feedback>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



Dec-2022

Mr. Dineshkumar K  
15,vennilanagar  
Nanjagoundanpalayam  
Gobichettipalayam-638452

Dear Dineshkumar,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1



### Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

### Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

### Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

### Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.



#### Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

#### Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

#### Termination & Recovery

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

**Non – Competition**

- (a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.
- (b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

**Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

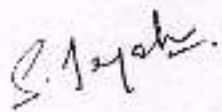
Sincerely,

A handwritten signature in black ink, appearing to read 'J. Sankaran', is written over a horizontal line.

Jeyasree Sankaran  
Human Resources

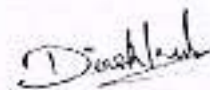
| A – Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B – Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| LTA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C- Retirals</b>              |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,



Jeyasree Sankaran  
Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Dineshkumar K  
Trainee Engineer



+91 8667763173  
+91 8667763173

www.vintorix.com  
hr@vintorix.com

Vintorix Private Limited  
Block A6, B+ Floor, Gateway Office Parks,  
GST Road, Perungudi,  
Chennai - 600063, Tamil Nadu



Date: 03.02.2023

To: DIVYA SRI LOGANATHAN

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE

Dear DIVYA SRI LOGANATHAN

With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER - TRAINEE effective September 2023 at our organization.

Your salary would be,

0 - 15 Months - Rs. 22,000 (Twenty-Two Thousand Only) Per Month.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

To accept our offer, please sign and date in this offer letter as indicated your name below and email (hr@vintorix.com) it back to us before 28<sup>th</sup> February, 2023.

For VINTORIX PVT. LTD.

*K. Prakash Ramalingam*  
Director

(PRAKASH RAMALINGAM)

DIRECTOR - VINTORIX PVT LTD

*Divya Sri Loganathan*  
12/02/2023

( DIVYA SRI LOGANATHAN)

\*\*\*\*\*

Sopra Steria (India) Limited  
Sopra Steria Group India Private Limited  
Plot No. 30 & 31, Sector - 30  
Cyber Park South Phase, Gurgaon (HR) - 122002, India  
T: +91 124 233 1830  
[www.soprasteria.it](http://www.soprasteria.it)

**Subject: Letter of Intent**

Dear Farhana,

**Congratulations!**

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee**.
2. Your compensation would be **INR 4,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai**. However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of **60%** aggregate marks.
5. On joining, you will be required to execute a Bond of **INR 2,00,000**, along with a surety, to serve the Company for a minimum period of **36 months** (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

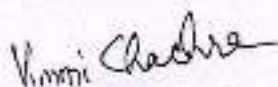
The validity of this offer is subject to your joining us on or before **August 23**.

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For Sopra Steria (India) Limited



Authorized Signatory

Accepted and Confirmed

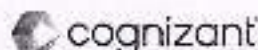
Name: .....

Signature: .....

Contact Details: .....

Father's Name : .....

Date : .....



## Letter of Intent (LOI)

Supersat ID: 2866474

Date: November 25, 2022

Dear Farhana J,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and there shall be no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,955/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

**Code of Conduct:** You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/india/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its associated vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Supersat ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://temp.us2.cognizant.com/india/Feedback/Feedback>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources







Offer: Computer Consultancy  
Ref: TCSL/DT20222905239/Chennai  
Date: 22/12/2022

Mr. George Wilson G  
15 Dheeran Chinnamalai Street,  
Moolapalayam,  
Erode-638002,  
Tamil Nadu.  
Tel# -

Dear George Wilson G,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

Tel: 91 44 6616 2772 Fax: 91 44 6616 2555 Website: www.tcs.com

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

TCS Career Services Line: 1800 209 3111 Email: careers@tcs.com



Completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### **Monthly Performance Pay**

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### **Performance Bonus**

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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

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

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

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

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

### **Maternity Leave**

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Narayan Point, Mumbai 400 021

TCS Careers Service Line: 1800-209-2111 Email: careers@tcs.com



#### **Loans**

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

#### **Professional Memberships**

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

### **RETIRALS**

#### **Provident Fund**

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

#### **Gratuity**

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

### **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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



## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

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

## 5. Mobility

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

## 6. Compensation Structure / Salary components

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

## 7. Increments and Promotions

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

## 8. Alternative Occupation / Employment

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



## 9. Confidentiality Agreement

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

## 10. 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.

## 11. Overseas International Assignment Agreement

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

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

## 12. Terms and Conditions

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



### 13. 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 an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

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

### 16. Pre-employment Medical Certificate

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

### 17. Employment of Non Indian Citizens

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





**18. Background Check**

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

**19. Submission of Documents**

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

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

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



The original documents will be returned to you after verification.

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

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

## **20. TCS Xperience Program**

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

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



### 23. Compliance to all clauses

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

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred herein 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | George Wilson G                   |
| Designation    | Systems Engineer                  |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 15,000        | 1,80,000        |
| Bouquet Of Benefits #                 | 26,522        | 3,18,264        |
| <b>2) Performance Pay</b>             |               |                 |
| Monthly Performance Pay               | 4,300         | 51,600          |
| Performance Bonus*                    | 3,100         | 37,200          |
| <b>3) City Allowance</b>              | 400           | 4,800           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,800         | 21,600          |
| Gratuity                              | 721           | 8,658           |
| Total of Annual Components & Retirals | 2,522         | 38,158          |
| Retention Incentive                   | NA            | 70,000          |
| <b>TOTAL GROSS</b>                    | <b>51,844</b> | <b>7,00,022</b> |
| Xplore/ Learning Incentive****        |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly       | Annual          |
|----------------------------------|---------------|-----------------|
| House Rent Allowance             | 7,500         | 90,000          |
| Leave Travel Assistance          | 1,250         | 15,000          |
| Food Card                        | 500           | 6,000           |
| Personal Allowance               | 17,272        | 2,07,264        |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>26,522</b> | <b>3,18,264</b> |

TCS Confidential  
TCSL/DT20222905239

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumanan Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu, India  
Tel: 91 44 66 16 2222 Fax: 91 44 66 16 2545 Website: www.tcs.com  
Registered Office: Namal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Services: 1800 209 2111 Email: careers@tcs.com



Annexure 2

|  |   |
|--|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Garima Park,IT/ITES SEZ,Plot # 41,<br/>Gandhinagar - 382007</p>  | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campers, Electronic City phase II,<br/>Bangalore - 560100,Karnataka</p>  |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venues-Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-III) - BARBATI<br/>SEZ, II/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridkhad Road, Gawal Pahari, Gurgaon - 122001,<br/>Haryana</p>   | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A 44 &amp; A 45,Ground, 1st to 5th Floor &amp; 10th<br/>floor, Galaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 304,UP</p>                          |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati -<br/>781006,Assam</p>  | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramuguda, Hyderabad</p>  |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>II/ITES SEZ, Scheme No. 151 &amp; 160-II, Super Corridor,<br/>Village Tigariya Badshahi &amp; Bada Bangarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>  | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Espaces 10 building, 2nd Floor, Plot - II/F/12, New<br/>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br/>Auditorium,2nd Floor, Wanderers Building,Netto Park -<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS Centre, Infopark Road Infopark Campus, Infopark,<br/>Kakkanad, Kerala 682042</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400606</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>   | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MITX-SEZ, Rajiv Gandhi Intotech Park,<br/>Hinjewadi Phase III, Pune - 411057,Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peppul Park, Technopark Campus ,Kariyattom P.O.<br/>Trivandrum - 695561, India</p>  |   |



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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





#### 4. **Prior knowledge**

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

#### 5. **Use of third party material**

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

#### 6. **Security policies and Guidelines.**

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

#### 7. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

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

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



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

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



Re: Campus Recruitment - Letter of Intent (LOI)

To: GEORGE WILSON

Congratulations!

We, ELL Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm the selection of you as an "Associate Professional" compensation based opportunity to you on the following terms and conditions:

1. Your designation of the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,28,000/- (Rupees Four Lakh Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of the LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory completion of the clearance/documentation required by you at the time of joining or in relation to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lakshmi Seethi  
VP Human Resource

16-Mar-2023

M.S. Gnanapraveena R  
Nardha Engineering College

Dear Gnanapraveena,

**SUB: Our offer for the position of Trainee**

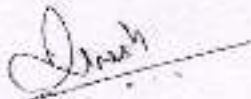
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited



Dinesh Kumar T.K.  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :  
Name : Gnanapraveena R  
Date :

**Annexure 1: Terms and Conditions of Employment**

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.

10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.

- If your date of joining is between 1<sup>st</sup> to 15<sup>th</sup> of the month, then your first salary change effective date will be 1<sup>st</sup> to end of the month
- If your date of joining is between 16<sup>th</sup> to end of the month, then your first salary change effective date will be from 16<sup>th</sup> to 15<sup>th</sup> of the next month
- Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
| Post Training             | 30,000                   | Salary gets revised to 30,000       |
| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, FSI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Medclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you

12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.

13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.

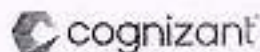
14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature :  
Name : Gnanapraveena R

Date:





## Letter of Intent (LOI)

Superset ID: 3357074

Date: November 25, 2022

Dear GOKUL KRISHNAN PANDIYAN,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,868/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/Documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from you and within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empowered vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/career/Pages/Prologn>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





Offer: Computer Consultancy  
Ref: TCSL/DT20222906565/Chennai  
Date: 25/11/2022

Mr. Gokul Krishnan Pandiyan  
1/465 Sengattu Street,  
Thangachiamapatti, Oddanchatram,  
Dindigul-624612,  
Tamil Nadu.  
Tel# -

Dear Gokul Krishnan Pandiyan,

**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 ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kamaraj Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 202 3111 | Email: careers@tcs.com



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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
415/21-24, Kumaran Nagar, Sholinganahur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
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### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### 4. Working Hours

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

### 5. Mobility

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

### 6. Compensation Structure / Salary components

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

### 7. Increments and Promotions

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

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



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

**9. Confidentiality Agreement**

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

**10. Service Agreement**

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

**11. 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.





## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. 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 an associate of TCSL.

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



**16. Retirement**

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

**17. Pre-employment Medical Certificate**

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

**18. Employment of Non Indian Citizens**

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

**19. Background Check**

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

**20. Submission of Documents**

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality), For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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**TATA CONSULTANCY SERVICES**

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Tel: 91 44 6518 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**22. Letter of Appointment**

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

**23. Rules and Regulations of the Company**

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

**24. Compliance to all clauses**

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

**25. Data Privacy Clause:**

(a) 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.

(b) 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.

(c) 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.

(d) 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.



(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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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 this employment and this offer will be automatically withdrawn.

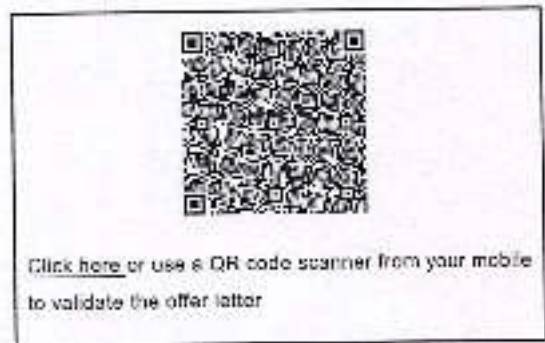
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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



GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Gokul Krishnan Pandiyan           |
| Designation    | Assistant System Engineer-Trainee |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 14,784        | 1,77,408        |
| Bouquet Of Benefits #                 | 7,646         | 91,752          |
| <b>2) Performance Pay**</b>           |               |                 |
| Monthly Performance Pay               | 1,700         | 20,400          |
| Quarterly Variable Allowance*         | 600           | 7,200           |
| <b>3) City Allowance</b>              | 200           | 2,400           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,774         | 21,289          |
| Gratuity                              | 711           | 8,533           |
| Total of Annual Components & Retirals | 2,485         | 37,722          |
| <b>TOTAL GROSS</b>                    | <b>27,415</b> | <b>3,36,877</b> |
| Xplore/ Learning Incentive****        |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly      | Annual        |
|----------------------------------|--------------|---------------|
| House Rent Allowance             | 5,914        | 70,968        |
| Leave Travel Assistance          | 1,232        | 14,784        |
| Food Card                        | 500          | 6,000         |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>7,646</b> | <b>91,752</b> |



Annexure 2

|   |   |
|---|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Sarıma Park,IT/ITES SEZ,Plot # 41,<br/>Gandhinagar - 382007</p>   | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase B,<br/>Bangalore - 560100,Karnataka</p>  |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br/>Haryana</p>  | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-11 &amp; A-15,Ground, 1st to 5th Floor &amp; 10th<br/>floor, Galaxy Business Park, Block - C &amp; D, Sector - G2,<br/>Noida - 201 309,UP</p>                        |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati -<br/>781006,Assam</p>   | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramguda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor,<br/>Village Tigoriya Badshah &amp; Bada Bangarda, Tehsil<br/>Hateel, Indore - 452018,<br/>Madhya Pradesh</p>  | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New<br/>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br/>Auditorium,2nd Floor, Wanderers building,Delta Park<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark ,<br/>Kakkanad, Kerala 682042</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400606</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-SEZ, Nagpur, Telhara, Maharashtra 441108,</p>  | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 1, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057, Maharashtra</p>  |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br/>Trivandrum - 695581, India</p>   |   |





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



**2. Associate's Obligations**

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

**3. Intellectual Property Rights**

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



**4. Prior knowledge**

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

**5. Use of third party material**

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

**6. Security policies and Guidelines.**

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

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

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

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



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

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



Date: January 11, 2022  
Name: GOVIL RAJESWARAN  
Address: COIMBATORE, TN

Sub: Your Offer of Employment in Intellect

Dear Govil,

Thank you for the time you invested in exploring career opportunity with Intellect. Our leaders have found the dialogue with you meaningful and your capabilities aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'fulfillment', as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

This invitation to you is to join us as Associate Consultant in Grade T120. The details of your work location and reporting manager shall be shared with you closer to date of joining (post successful completion of your course)

Your gross compensation shall be INR 5,00,000 per annum. The details of the same are as in Annexure-A of this Offer of Employment. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

When all of us come together as associates of this organization placing the interests of us humans above everything else, it is important that we have the ecosystem of policies and practices that enable us to exercise our rights freely. This is possible with everyone in the organization respecting each other as individuals; playing their part in protecting and nourishing the collective work culture. Towards this, we have set some boundaries / norms / rules for ourselves as associates of the organization and shall abide by the same in all circumstances. As we evolve, we do make changes to the rules governing ourselves to be aligned to the demands of the environment and associate needs. We will continue to abide by the changes as and when they are made. Given below are a brief on some of the key terms that govern us when we are in employment with the organization.

Signature of Associate



## 2. Employment Terms

**A. Service Rules:** Your services in intellect will be governed by the service rules and regulations, which are in force or which would be promulgated from time to time, as applicable to all Associates of the Company. Some of the service rules are enumerated below in this document. In addition to these, all Company policies and Associate-related guidelines are made available on the intranet of the Company. Changes/ amendments to these policies and guidelines are made taking into consideration Company's and associates' best interests from time to time. You are advised to go through these policies and adhere to them during your employment with the Company.

**B. Full Time Work:** Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

**C. Code of Conduct:** You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in code of conduct, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

**D. Past Record:** If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have wilfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

**E. Responsibilities:** You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

**F. Confidentiality:** You are expected to maintain utmost secrecy in regard to affairs of intellect and shall keep any information of intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of intellect, if required by intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of intellect and/or its Clients. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.

**G. Course Completion:** Your employment with Intellect shall be subject to your successful completion of graduation & post-graduation examination which includes completion of your final semester without any pending exams/backlogs during the entire course duration.

**H. Training Agreement:** You are required to sign Training and Employment Agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, in which the agreement will include you paying a sum of INR 1.5 lakh in lieu of any breach of obligations set forth therein.

**I. Training Program:** We would like to get you ready to succeed in your career with Intellect. To enable you to do the same, we have carefully designed a course curriculum and tied up with premier institutes from which you would be advised to take the course. This course content will be directly relevant to your deliverables and go a long way in building a successful career for you. You are expected to successfully complete this course prior to joining the organization. Upon joining you shall have on the job training and continued assessments as part of Intellect's policy of maintaining highest quality of standards in customer delivery.

## 2. Leave Eligibility

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. For the first three years, the eligibility is 15 days of earned leave and 6 days of sick leave. Detailed terms and conditions relating to leave eligibility are provided under leave policy on the intranet and any changes made in the same shall be binding.

## 3. Working Hours

Intellect observes a 5-day work week with Saturdays and Sundays as weekly holidays. The office hours are from 08.30 am to 05.30 pm, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/other countries. In the event an Associate fails to register attendance consecutively for 3 working days, without any prior notice to their immediate manager or concerned HR partner, the organization shall initiate appropriate disciplinary action against the Associate as per policy.

## 4. Transfer

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

## 5. Medical Fitness

You are required to continuously maintain yourself in a state of good medical fitness, both physical and mental so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

## 6. Associate Representation

Your continued employment with the Company is solely based upon the representations and information furnished by you to the Company, including (but not limited to) your educational and professional qualifications, being true and accurate at all times.

ii. You shall submit any documents requested by the Company but pending your admission (on the day/within seven days) of joining. You further acknowledge and represent that the submitted documents shall be consistent with the information provided to the Company during the release of this Offer Letter.

iii. If, at any point in time, your representation regarding your qualifications and/or experience is found to be incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS terminate your Services with immediate effect and without notice, without incurring any liability whatsoever thereof for the Company. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation and the company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation. Company shall also claim liquidated damages amounting to Rs.500,000/- (Rupees Five Lakhs only).

iv. A negative outcome of any candidate reference and background verification undertaken by the Company may result in the termination of your employment with the Company. In such a case, you will not be entitled to the period of notice, or pay in lieu of notice, set forth in Section (6) of this Offer Letter.

## 7. Notice Period & Termination

Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean "Annualized Monthly Components" as given in the compensation break up sheet in this 'offer of employment' or subsequent revision letters. Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct.

## 8. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database

rights, semiconductor topography rights, etc. (whether or not in each case the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of those which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IP to Intellect during your tenure with Intellect or otherwise.

#### 9. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

#### 10. Restriction on Joining a Customer

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect. You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

#### 11. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

#### 12. ISMS

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.

IX. Superannuation (Retirement)

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60<sup>th</sup> birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,  
for Intellect Design Arena Ltd.,



PADMINI SHARATHKUMAR  
CHIEF TALENT OFFICER

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature

Name

Date :

Annexure - A - Compensation Structure Break Up

| Components                                 | Per Annum Amount in INR |
|--|-------------------------|
| <b>A. Annualised Monthly Components</b>    |                         |
| Basic                                      | 1,80,000                |
| House Rent Allowance                       | 90,000                  |
| Advance against Statutory Bonus            | 16,800                  |
| Special Allowance *                        | 1,42,942                |
| <b>Total (A)</b>                           | <b>4,29,742</b>         |
| <b>B. Retiral Benefits</b>                 |                         |
| Provident Fund                             | 21,600                  |
| Gratuity                                   | 8,658                   |
| Superannuation                             |                         |
| National Pension Scheme                    |                         |
| <b>Total(B)</b>                            | <b>30,258</b>           |
| <b>Fixed Component (A+B)</b>               | <b>4,60,000</b>         |
| <b>C. Variable Pay</b>                     |                         |
| Individual Performance Based Pay           | 27,600                  |
| Team & Orgn Performance Based Pay          | 6,900                   |
| <b>Annual Performance Driven Pay (C) *</b> | <b>34,500</b>           |
| <b>D. Other Benefits</b>                   |                         |
| Medical & Accident Insurance               | 5,500                   |
| <b>Benefits (D)</b>                        | <b>5,500</b>            |
| <b>Total A + B + C + D</b>                 | <b>5,00,000</b>         |

*Provident Fund: Employer contribution as per provisions of the Provident Fund Act*

*Gratuity: The eligibility and payout shall be as per the Provisions of the Payment of Gratuity Act*

*Superannuation is an optional Retirement Benefit. Associate may choose to contribute 5% of Basic Salary. Please refer to Superannuation policy for more specific details in the associate induction handbook for more specific details.*

*National Pension Scheme is an optional retirement benefit. Associates can contribute up to 10% of Basic Salary. Please refer to NPS scheme mentioned in the associate induction handbook for more specific details.*

*Variable Pay / Annual Performance Driven Pay (APDP) is linked to performance against targets that are set and agreed with your supervisor and payout is as per the tenets of the Variable Pay Program. The earning potential can extend up to 130% of the eligible amount. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.*

Medical insurance Premium amount shown in the above table is nominal only. The organization is currently investing close to INR 10,000/ p.a for your medical insurance. The amount insured for you and your family is INR 3 lakhs per annum.

#### LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in original, with a copy of each.

1. Your relieving order from your immediate previous employer
2. Experience/Service letter from all your previous employers in the past 5 years
3. Three passport size photographs with red background
4. Copy of educational certificate of your highest educational qualification
5. Aadhar Card Number and Pan Card number
6. Copy of Passport – first and last page (if Passport is available)
7. In case of transfer of PF, PF Slip from the previous employer. This will be attached with PF transfer Form (Form 13-Revised) issued to you on your date of joining Intellect. In the absence of a PF slip, please furnish the complete address of the Provident Fund Commissioner Office /Trust where the PF account is maintained by the previous employer(s).



16-Mar-2023

Ms. Gokuladharshini R  
Nandha Engineering College

Dear Gokuladharshini,

**SUB: Our offer for the position of Trainee**

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be Rs.15,000 per month which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to Rs.3.80 Lakhs Per Annum that includes a one-time joining bonus of Rs.20,000 which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited

Dinesh Kumar T.K.  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :  
Name : Gokuladharshini R  
Date :



**Annexure 1: Terms and Conditions of Employment**

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.

10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.

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- Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
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| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Medclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you

12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.

13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.

14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature :  
 Name : Gokuladharshini R

Date:



09.02.2023

**Mr. Gowtham M**

**Sub: Offer Letter**

**Dear Mr. Gowtham M**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "S.K.", written in a cursive style.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



# AB ACADEMY'S<sup>®</sup> THE ENGLISH COUNCIL<sup>®</sup>

(FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr/Ms/Mrs V. Sowtharan Dept. BY (P. 9. C)

We have pleasure to appoint you as a 'Faculty' in Grade I with effective from June 2011. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a Faculty (Soft-Skill Trainer) for the basic gross salary of Rs. 11,000 -/- with 'free accommodation' facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance at the time of appraisal.

You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a Senior Associate Trainer or Junior Team Leader. Since the nature of work requires to handle academic information, the training is essential.


Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the organization.

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us. Once the exams get over, do report to our nearest branch to know the training details.

Place : Coimbatore

Date :

For AB Academy- The English Council

  
Authorized signatory (H.R.)

Signature of the Candidate

Ring:  
9847524073  
987025163

Email:  
theenglishcouncilnys@yahoo.in  
theenglishcouncil@gmail.com  
www.abacademy.org.in

Address:  
No. 50, Kamalajuni nagar, Laxmipuram,  
Kamerajar road, Peelamedu (po), Coimbatore-4



16-Mar-2023

Mr. Gowthaman R  
Nandha Engineering College

Dear Gowthaman,

**SUB: Our offer for the position of Trainee**

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be Rs.15,000 per month which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to Rs.3.80 Lakhs Per Annum that includes a one-time joining bonus of Rs.20,000 which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited

Dinesh Kumar T.K.  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :  
Name : Gowthaman R  
Date :

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2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
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I hereby accept the offer terms and conditions.

Signature :  
Name : Gowthaman R

Date:

16-Mar-2023

Mr. Hari Haran S  
Nandha Engineering College

Dear Hari Haran,

**SUB: Our offer for the position of Trainee**

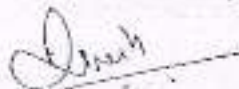
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be Rs.15,000 per month which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

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Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited



Dinesh Kumar T.K.  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

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Date :



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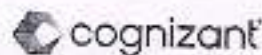
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14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature :  
Name : Hari Haran S

Date:



## Letter of Intent (LOI)

Supersat ID: 3364434

Date: November 25, 2022

Dear Heymanthkumar Arivalagan,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards nepotism in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/sites/default/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its partnered vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

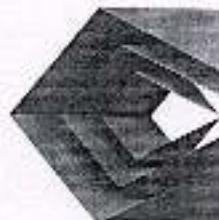
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Supersat ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/cognizant.com/Pages/Feedback>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





To,

Name : Heymanthkumar Arivalagan

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Heymanthkumar Arivalagan,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advanced Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

\*This is an electronically generated document does not require signatures\*



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

/ message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: ishwanithya2018@gmail.com <ishwanithya2018@gmail.com>

Thu, Oct 13, 2022 at 13:34



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Ishwarya,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4, 20, 000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

*Soni*

Lohendra Sathi

VP-Human Resource

If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxn.com](mailto:DXCIndiaCampusConnect@dxn.com) or call/WhatsApp at 9608921296 from 9am to 6:30 pm, Monday to Friday.

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113, CIN: U729001N2015FTC102489.

DXC Technology Company -- This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



165

Dec-2022

Mr. JAGADEEP E  
220, KALLAKULAM, THULUKAN THOTTAM  
THINGALUR  
ERODE - 638 057

Dear JAGADEEP,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

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AVA Software Pvt. Ltd.,  
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130  
Website: <http://www.avasoft.com>





#### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment with the company.

#### **Conflict of Interest Guidelines.**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company.

#### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

#### **Working Hours**

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.



#### Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

#### Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/- per annum per individual as per the policy. Details would be made available on joining.

#### Termination & Recovery

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

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AVA Software Pvt. Ltd.,  
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130  
Website: <http://www.avasoft.com>



- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

**Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

**Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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AVA Software Pvt. Ltd.,  
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130  
Website: <http://www.avasoft.com>



**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Jeyasree", is written above a horizontal line.

Jeyasree Sankaran  
Human Resources

| A - Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B - Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| LTA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C- Retirals</b>              |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,

*S. Jayasree*

Jeyasree Sankaran  
Human Resources

To AVA SOFTWARE Pvt. Ltd.,

*Jagadeep*

JAGADEEP E  
Trainee Engineer



VINTORIX PVT. LTD.  
100/101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

Date: 03.02.2023

To: JAYASRI - R

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE

Dear JAYASRI - R,

With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER - TRAINEE effective September 2023 at our organization.

Your salary would be,

0 - 15 Months - Rs. 22,000 (Twenty Two Thousand Only) Per Month.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

To accept our offer, please sign and date in this offer letter as indicated your name below and email [hr@vintorix.com] it back to us before 28<sup>th</sup> February, 2023.

For VINTORIX PVT. LTD.

*K. Kottayyan*  
Director

(PRAKASH RAMALINGAM)

DIRECTOR - VINTORIX PVT LTD

*R. Jayasri* (12/02/2023)

R. JAYASRI



To,

Name : Kalaiyarasi Balasubramaniam

**Re: Important Information post your clearance of the interview process during the Campus Visit**

Dear Kalaiyarasi Balasubramaniam,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment



- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will be needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the case of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"



Offer: Computer Consultancy  
Ref: TCSL/DT20217550178/Chennai  
Date: 25/11/2022

Ms. Kalaiyarasi B  
Karalankattu Thottam, Uthupalayam, Dhalavoipattinam Dharapuram,  
Tiruppur,  
Tiruppur-638672,  
Tamil Nadu.  
Tel# 91-9942756277

Dear Kalaiyarasi B,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

TCS Confidential  
TCSL/DT20217550178

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 139 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Narmal Building, 9th Floor, Narmal Point, Mumbai-400 021  
TCS Careers Service Line: 1800 209 3111 Email: career@tcs.com



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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
415/21-24, Kamaraj Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6615 2222 Fax: 91 44 66 16 2155 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai: 400 021  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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

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## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Tel: 91 44 6616 2772 Fax: 91 44 6616 2555 Website: www.tcs.com

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

TCS Career Services Line: 1800 309 3111 E-mail: Careers@tcs.com



**RETIRALS**

**Provident Fund**

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

**Gratuity**

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

**TERMS AND CONDITIONS**

**1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

**2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kirti Nagar, Sholinganai, Old Mahabaleshwar, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 7222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Regional Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service No: 1800 209 3111 Email: careers@tcs.com



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would formally confirm you.

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

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

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

### 4. Working Hours

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

### 5. Mobility

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

### 6. Compensation Structure / Salary components

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

### 7. Increments and Promotions

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

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



Confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement**

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

**10. Service Agreement**

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

**11. 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.





## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. 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 an associate of TCSL.

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



**16. Retirement**

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

**17. Pre-employment Medical Certificate**

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

**18. Employment of Non Indian Citizens**

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

**19. Background Check**

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

**20. Submission of Documents**

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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Tata Consultancy Services Limited  
415/21-24, Kumaran Nagar, Sholingianallur, Old Mahabalespuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6516 2227 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Services Line: 1 800 209 3111 Email: careers@tcs.com



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on promise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**22. Letter of Appointment**

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

**23. Rules and Regulations of the Company**

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

**24. Compliance to all clauses**

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

**25. Data Privacy Clause:**

(a) 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.

(b) 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.

(c) 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.

(d) 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.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-2A, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
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TCS Career Service Line: 1800 209 3111 E-mail: careers@tcs.com



(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
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TCS Careers Service Line: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Kalalyarasi B                     |
| Designation    | Assistant System Engineer-Trainee |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 14,784        | 1,77,408        |
| Bouquet Of Benefits #                 | 7,646         | 91,752          |
| <b>2) Performance Pay**</b>           |               |                 |
| Monthly Performance Pay               | 1,700         | 20,400          |
| Quarterly Variable Allowance*         | 600           | 7,200           |
| <b>3) City Allowance</b>              | 200           | 2,400           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,774         | 21,289          |
| Gratuity                              | 711           | 8,533           |
| Total of Annual Components & Retirals | 2,485         | 37,722          |
| <b>TOTAL GROSS</b>                    | <b>27,415</b> | <b>3,36,677</b> |
| Xplore/ Learning Incentive****        |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,000/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly      | Annual        |
|----------------------------------|--------------|---------------|
| House Rent Allowance             | 5,914        | 70,968        |
| Leave Travel Assistance          | 1,232        | 14,784        |
| Food Card                        | 500          | 6,000         |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>7,646</b> | <b>91,752</b> |



Annexure 2

|  |   |
|--|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Sarima Park,IT/ITES SEZ,Plot # 41,<br/>Gandhinagar - 382007</p>  | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100,Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue-Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/71-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>INHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block E, Kings Canyon, ASF Indignia, Gurgaon -<br/>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br/>Haryana</p>   | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th<br/>floor, Galaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 309,UP</p>                          |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati -<br/>781006,Assam</p>  | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramguda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Bada Bangarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>  | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - 11F/17 ,New<br/>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br/>Auditorium,2nd Floor, Wanderers Building,Delta Park -<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS Centre, Infopark Road Infopark Campus, Infopark ,<br/>Kakkanad, Kerala 682042</p>  | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400095</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Suz, Nagpur, Telhara, Maharashtra 441108,</p>   | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057,Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepul Park, Technopark Campus ,Kariyavattom P.O,<br/>Trivandrum - 695581, India</p>  |   |





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



**2. Associate's Obligations**

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

**3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names, copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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 it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

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

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

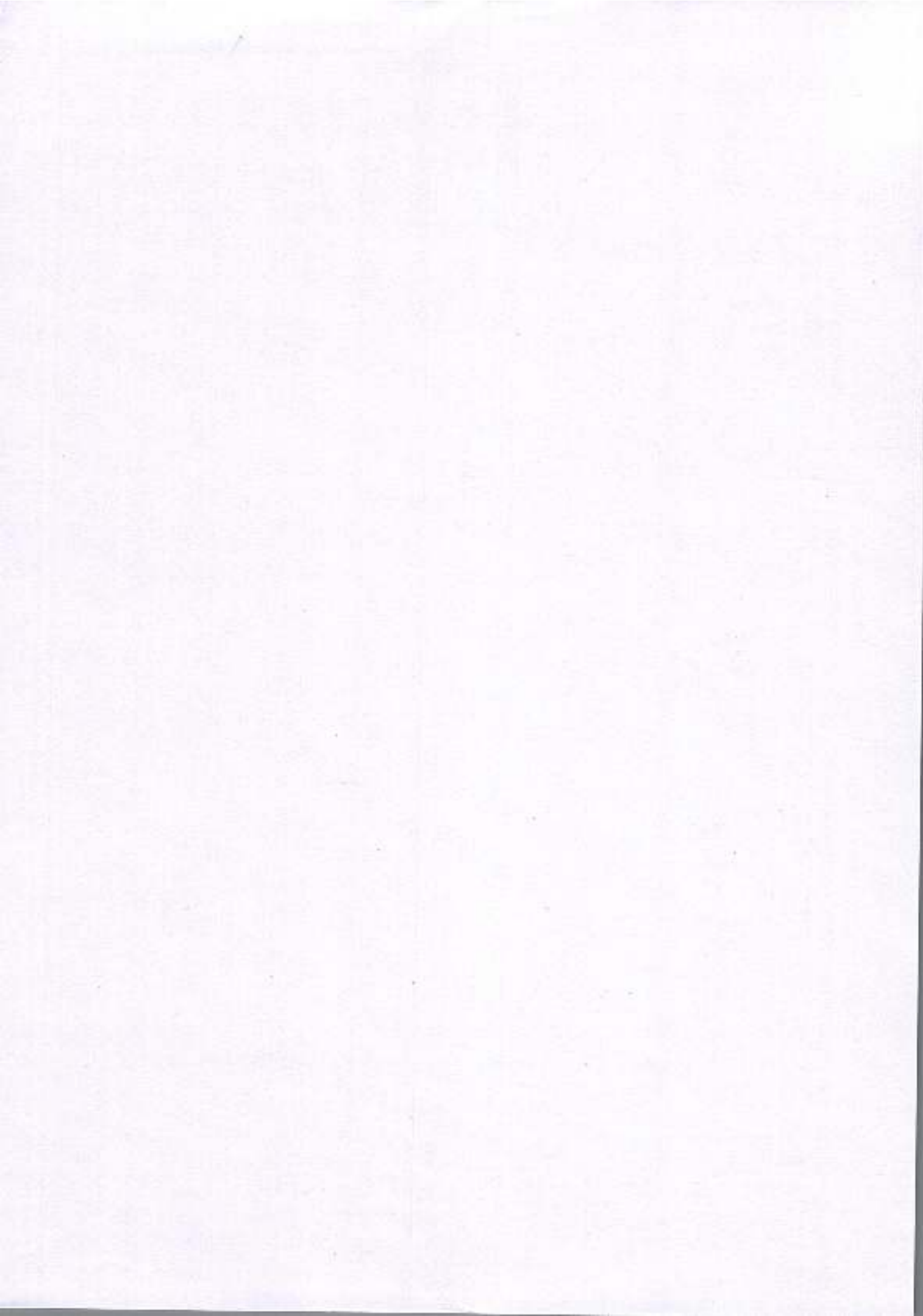
(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein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

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



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

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





Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear **KAMESH**,

Congratulations!

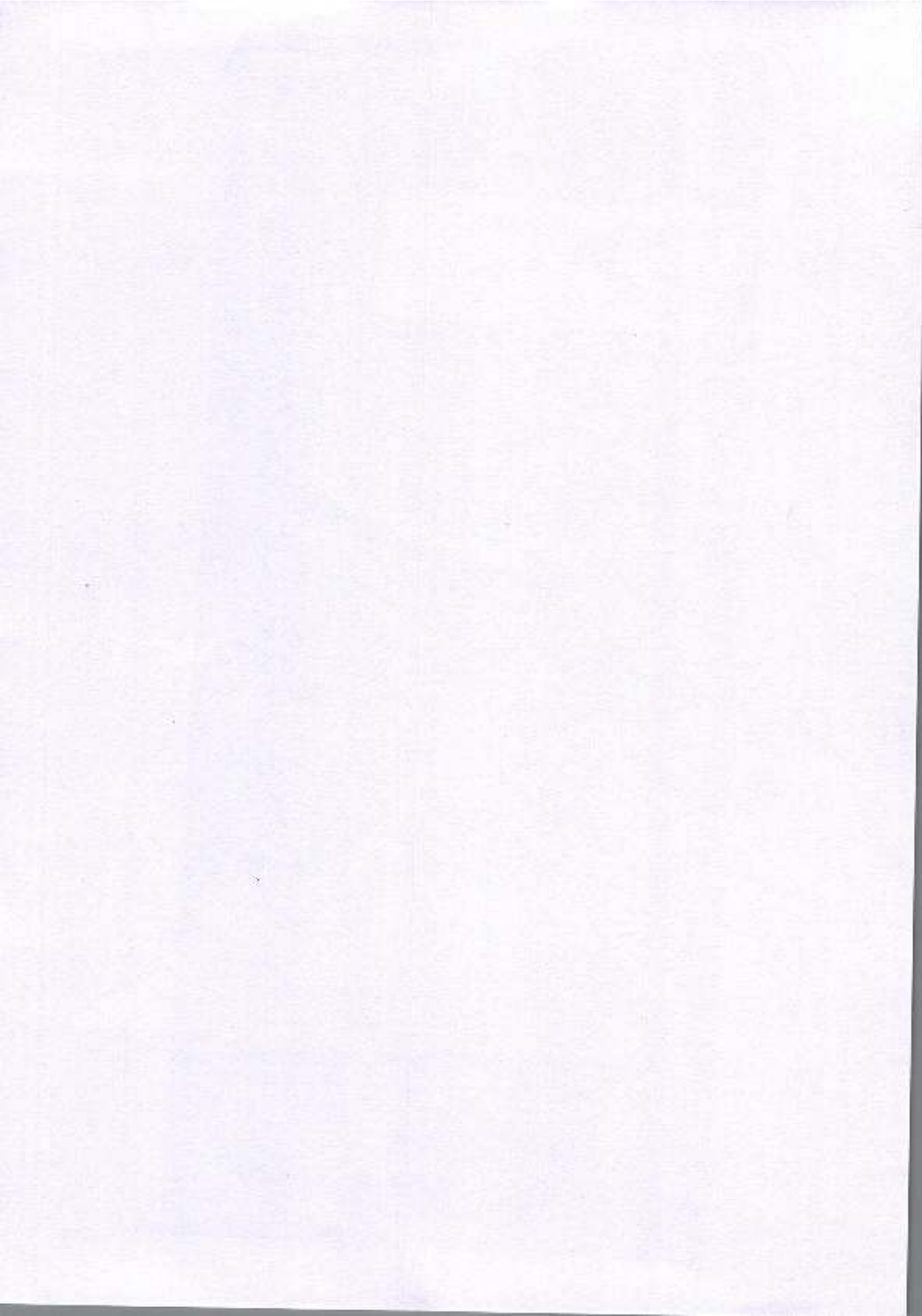
We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "**Associate Professional**" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.







Dec-2022

**Mr. Karthikeyan G**  
G/2009 z-3 Jega Jothi Nagar  
near athaikondan  
Kovilpatti - 62850

**Dear Karthikeyan,**

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1



### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

### **Conflict of interest Guidelines.**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

### **Working Hours**

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

**Leave Eligibility:**

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the Intranet. All these policies are subject to change and you shall abide by the updated policies.

**Health Insurance**

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

**Termination & Recovery**

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.



- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

#### **Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

#### **Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

#### **Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(Including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



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misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



Dispute

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

Declaration

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

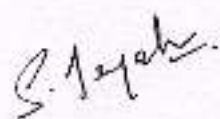
Sincerely,

A handwritten signature in black ink, appearing to read 'S. Jeyasree', is written over a horizontal line.

Jeyasree Sankaran  
Human Resources

| A - Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B - Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| ITA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C - Retirals</b>             |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,



Jeyasree Sankaran  
Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Karthikeyan G  
Trainee Engineer





08.02.2023

**Ms. Kavikeerthana P**

**Sub: Offer Letter**

**Dear Ms. Kavikeerthana P**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

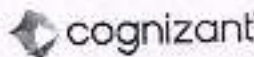
A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "S.K." with a stylized flourish.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**



Letter of Intent (LOI)

Support ID: 3364032

Date: November 25, 2022

Dear Kavita AG,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent extensions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,866/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards mispractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-compliance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/india/documents/code-of-conduct>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from you and within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Support ID as Candidate ID and choose Category as Letter of Intent (LOI). <https://support2.cognizant.com/Case/Raise>

GenC HR Team will reach out to you over email to guide you on the next steps. Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Naya Sreekumar  
Vice President - Human Resources



Dec-2022

Mr. Kavin Kumar G  
Z 13, 2nd Analkattu street  
Surampatti valasu,  
Erode - 638009

Dear Kavin Kumar,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an Internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5.5/- Lakhs per annum (Rupees Five Lakhs and Fifty Thousand only) inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs. 5.5/- Lakhs per annum (Rupees Five Lakhs and Fifty Thousand only) subject to Tax deduction. Further details are furnished in Annexure-1



### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

### **Conflict of interest Guidelines.**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

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You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

**Leave Eligibility:**

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

**Health Insurance**

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

**Termination & Recovery**

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

#### **Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

#### **Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.



**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 30th Dec 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Anthea Vicky".

---

Anthea Vicky

Human Resources





| A - Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B - Basket of Allowances</b> |               |               |
| Medical Allowance               | 1250          | 15000         |
| Conveyance                      | 1600          | 19200         |
| LTA                             | 1300          | 15600         |
| Other Allowance                 | 9050          | 108600        |
| <b>Total of B</b>               | <b>13200</b>  | <b>158400</b> |
| <b>C - Retirals</b>             |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>37500</b>  | <b>450000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>45833</b>  | <b>550000</b> |

For AVA SOFTWARE Pvt. Ltd.,

*S. Anthea Vicky*

Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,

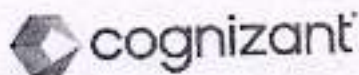
*K.K.G*

Kavin Kumar G

Trainee Engineer

AVA Software Pvt. Ltd.,  
 Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
 Navalur, Chennai - 600 130  
 Website: <http://www.avasoft.com>





# Letter of Intent (LOI)

Dear **Kavya V K**,

Greetings from Cognizant!

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 offer you a job of employment. This offer is based on your skills and performance in the selection process.

To be considered for this position, please click on the **Start Offer Request** button in the process of accepting the Letter of Intent. Once you accept the Letter of Intent, you will be able to start the interview process where you will have the option to request for Interview. Please make a note of the below mentioned deadline.

**LOI Acceptance Deadline: Thu 02, 2022 06:00 PM IST**

Thank you for interacting with Cognizant. We look forward to explore an exciting career journey with us and look forward to having you onboard soon!

**IMPORTANT:** To be able to accept the offer, please follow the below steps to accept the offer:

1. Log in to your Cognizant account via [my.cognizant.com](#)
2. Review Job Profile details
3. Click on Offered jobs to search the job profile you received an offer for
4. Click on the job profile name to navigate to job profile details
5. Click on **Accept Offer**

### NOTES:

1. All our employees in India require a valid PAN card. If you do not have a valid PAN card, please provide the details (which is used to register a company).
2. Upon LOI acceptance, all the rights to Cognizant's internal database will be transferred to you. Cognizant will be responsible for your personal data. If you have any concerns to the above, you can contact us via [my.cognizant.com](#).

Only valid for the email ID of your ID card. Please use the Email ID in the ID card to accept the offer. If you are unable to accept the offer, please contact Cognizant HR at [my.cognizant.com](#) and choose Category as 'Letter of Intent (LOI)'.  
Please make a note of the below mentioned deadline to accept the offer.

[my.cognizant.com](#) or [my.cognizant.com](#)

Regards,

Kavya Peruvada - HR

16-Mar-2023

Ms. Kavyashri V  
Nardha Engineering College

Dear Kavyashri,

**SUB: Our offer for the position of Trainee**

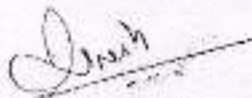
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be Rs.15,000 per month which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to Rs.3.80 Lakhs Per Annum that includes a one-time joining bonus of Rs.20,000 which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :  
Name : Kavyashri V  
Date :

**Annexure 1: Terms and Conditions of Employment**

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.
10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.
- If your date of joining is between 1<sup>st</sup> to 15<sup>th</sup> of the month, then your first salary change effective date will be 1<sup>st</sup> to end of the month
  - If your date of joining is between 16<sup>th</sup> to end of the month, then your first salary change effective date will be from 16<sup>th</sup> to 15<sup>th</sup> of the next month
  - Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
| Post Training             | 30,000                   | Salary gets revised to 30,000       |
| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you.
12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.
13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.
14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature :  
Name : Kavyashri V

Date:



Letter of Intent (LOI)

Superset ID: 2857434

August 23, 2022

Dear Kiruthika Dhanasekaran,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of Intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference <https://www.cognizant.com/india/documents/code-of-ethics.pdf>

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2.cognizant.com/cognizant.com/Pages/Prelog?>

GenC HR Team will reach out to you over email to guide you on the next steps.

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

**Maya Sreekumar**

**Vice President - Human Resources**





To,

**Name :** Kiruthika Dhanasekaran

**Re:** Important information post your clearance of the interview process during the Campus Visit

Dear Kiruthika Dhanasekaran,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential** - **INR 4,15,500** /-
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basis) - **INR 6,400** /-  
Notional Insurance Premium paid by Company - **INR 11,400** /-
- **Annual Total earning potential + Additional Notional Benefits** - **INR 4,58,300** /-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is Informative and not exhaustive, specific details will be in the Offer Letter**

\*This is an electronically generated document does not require signatures\*



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**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: dkiruthika002@gmail.com <dkiruthika002@gmail.com>

Thu, 13 Oct, 2022 at 1:33 pm



Re: Campus Recruitment - Letter of Intent (LOI)

Dear **KIRUTHIKA**,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dx.com](mailto:DXCIndiaCampusConnect@dx.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

DXC Technology Company - This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>

Thu, 13 Oct 2022 at 1:36 pm

To: Kowsalyaeswaramoorthy@gmail.com <kowsalyaeswaramoorthy@gmail.com>



Re: Campus Recruitment - Letter of Intent (LOI)

Dear KOWSALYA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "**Associate Professional**" competency level opportunity to you, on the following key terms and conditions:

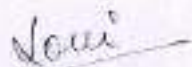
1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



**Lokendra Sethi**

**VP-Human Resource**

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL, Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.  
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**CODINGMART**

**OFFER LETTER**

Dear Kowsalya M,

With reference to your subsequent interview with us, we are pleased to offer you the position of "**Intern Product Engineer**" with Codingmart Technologies Pvt Ltd.

Your Internship & employment with the Company will be governed by terms and conditions detailed below-

1. Commencement of internship - **July 1st, 2022** at our Coimbatore, office.
2. The duration of the internship is for 9 months. Subsequently divided into 3 phases -

| Internship Phases | Duration                | Stipend    |
|-------------------|-------------------------|------------|
| Phase 1           | Four Months (4 months)  | Rs. 10,000 |
| Phase 2           | Three Months (3 months) | Rs. 15,000 |
| Phase 3           | Two Months (2 months)   | Rs. 20,000 |

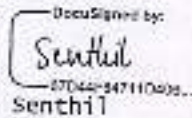
3. Duration of each phase in the internship program may vary depending on individuals performance during each phase. First phase is eliminatory, Phase conversion is subject to your performance.
4. CTC offered post successful completion of all the 3 internship phases - **INR 7,20,000** per annum.
5. Internship / work location - Coimbatore or Bangalore or Chennai.
6. You are required to sign an agreement for 2 years of continuous employment with Codingmart Technologies Pvt Ltd after completion of the 3 internship phases.
7. You must be prepared to undergo full medical checkup before joining and during the course of employment. However the bill incurred for this medical check-up can be reimbursed post submission of relevant documents.

**CODINGMART**

8. Medical excuses during internship & employment (agreement) period will be validated only by codingmart's medical team and Intern's or employee's prescription or records won't be honored.

We welcome you to the Codingmart family and look forward to offering a long and fruitful career with us. We are confident you will find this new opportunity both challenging and rewarding. This offer letter is a legal document for Codingmart Technologies internal purpose only. Any misuse of the same may invite/ have legal action/ legal implication

Yours sincerely,

DocuSigned by:  
  
Senthil  
27044e947110a9a...

6/8/2022

For Codingmart Technologies Pvt Ltd





**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>

Thu, 13 Oct 2022 at 1:35 pm

To: slavanya9096@gmail.com <slavanya9096@gmail.com>



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Lavanya,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

- 1. Your designation at the time of joining would be **Associate Professional**.
- 2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Your sincerely,



**Lokendra Sethi**

**VP-Human Resource**

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxs.com](mailto:DXCIndiaCampusConnect@dxs.com) or call/WhatsApp at 9608 921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.  
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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222902493/Chennai**  
**Date: 24/11/2022**

Ms. Lavanya S  
 O24, Kadhavani,  
 Uthangarai,  
 Krishnagiri-635207,  
 Tamilnadu.  
 Tel# 91-9943399096

Dear Lavanya S,

**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 assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

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**TATA CONSULTANCY SERVICES**

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

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



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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



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## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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

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Tel: 91 44 6616 7222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 025  
TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### 4. Working Hours

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

### 5. Mobility

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

### 6. Compensation Structure / Salary components

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

### 7. Increments and Promotions

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

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



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

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. 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.

#### **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

### 13. Terms and Conditions

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

### 14. 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 an associate of TCSL.

### 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 16. Retirement

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

### 17. Pre-employment Medical Certificate

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



Qualification of MBBS to the Induction Coordinator.

#### 18. Employment of Non Indian Citizens

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

#### 19. Background Check

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

#### 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

-If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

**21. TCS Xperience Program**

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**22. Letter of Appointment**

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

**23. Rules and Regulations of the Company**

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

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same shall be communicated on internal portal/Ultimatix.

#### 24. Compliance to all clauses

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

#### 25. Data Privacy Clause:

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

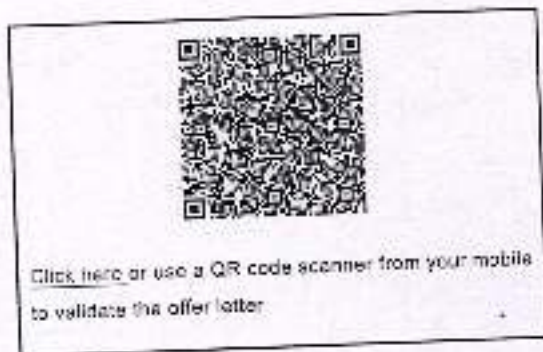
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



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

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GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Lavanya S                         |
| Designation    | Assistant System Engineer-Trainee |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 14,784        | 1,77,408        |
| Bouquet Of Benefits #                 | 7,646         | 91,752          |
| <b>2) Performance Pay**</b>           |               |                 |
| Monthly Performance Pay               | 1,700         | 20,400          |
| Quarterly Variable Allowance*         | 600           | 7,200           |
| <b>3) City Allowance</b>              | 200           | 2,400           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,774         | 21,289          |
| Gratuity                              | 711           | 8,533           |
| Total of Annual Components & Retirals | 2,485         | 37,722          |
| <b>TOTAL GROSS</b>                    | <b>27,415</b> | <b>3,36,077</b> |
| Xplore/ Learning Incentive****        |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly      | Annual        |
|----------------------------------|--------------|---------------|
| House Rent Allowance             | 5,914        | 70,968        |
| Leave Travel Assistance          | 1,232        | 14,784        |
| Food Card                        | 500          | 6,000         |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>7,646</b> | <b>91,752</b> |





Annexure 2

|   |  |
|---|--|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Barima Park, IT/ITES SEZ, Plot # 41,<br/>Gandhinagar - 380007</p>   | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100, Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue: Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-III) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>INHB, Sholinganallur, Chennai, Tamil Nadu 600110</p>   |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br/>Haryana</p>  | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A 44 &amp; A 45, Ground, 1st to 5th Floor &amp; 10th<br/>floor, Galaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 309, UP</p>                         |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -<br/>781006, Assam</p>  | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramgurda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Badia Bangarda, Tehsil<br/>Hated, Indore - 452018,<br/>Madhya Pradesh</p>  | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - IIF/12, New<br/>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br/>Auditorium, 2nd Floor, Wanders Building, Delta Park -<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark,<br/>Kakkanad, Kerala 682042</p>  | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400506</p>  |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-5ez, Nagpur, Telhara, Maharashtra 441108,</p>  | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057, Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peppul Park, Technopark Campus, Karyavattom P.O.<br/>Trivandrum - 695581, India</p>  |  |



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



**2. Associate's Obligations**

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

**3. Intellectual Property Rights**

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



**4. Prior knowledge**

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

**5. Use of third party material**

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

**6. Security policies and Guidelines.**

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

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

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

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



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

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

Date: 19/10/22

Logesh P,  
3/178, Kallankadu,  
Pappampalayam Post,  
Uthukuli, Tiruppur - 638752.

Dear Logesh,

Welcome to Centizen Inc.!

In our new journey, you will be experimenting and learning while understanding our deeply held values and our relationship with our clients that are the cornerstones of our organization.

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

Warm regards,

**A JOSEPH**  
Vice President  
Centizen Inc.



Logesh P,  
3/178, Kallankadu,  
Pappampalayam Post,  
Uthukuli, Tiruppur - 638752.

Dear Logesh,

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

Here are the terms and conditions of our offer:

#### Joining

Your tentative scheduled date of Joining will be **1<sup>st</sup> December, 2022**. In case of inconvenience of either parties, adjustments can be made on the joining date.

#### Location

Your location of posting is at Tirunelveli. 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.

#### Leave

You are entitled to Earned Leave for 12 working days annually, right from your date of joining. If you take leave on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. You hereby acknowledge and agree that your Service Period shall be extended by the number of days of leave taken on LOP.

#### Agreement

Our offer to you as Software Engineer is subject to the execution of the Service Agreement. The Service Agreement details i.e., the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Centizen Inc., from the date of your joining and up to a period of 30 months including internship and training period. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the Service Agreement will result in denial of employment with the Company.

### Salary

Your Stipend for the Internship period of first six months will be **INR 10,000 per month**. After internship your Total Gross Salary will be **INR 25,625 per month**. There will be an increment in your salary based on your performance after the completion of two years' service. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Notice period

During the service 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.

On confirmation, you will be required to give three months' notice 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 two months' notice. Notice period can be served only after the service agreement period.

### Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

### 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 Centizen Inc. 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.

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 Tirunelveli, India.

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

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

Yours sincerely,

**A JOSEPH**  
**Vice President**  
**Centizen Inc.**

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      Location

**ANNEXURE - I**  
**(Compensation after Six months)**

| <b>COMPENSATION DETAILS</b><br>(All figures in INR per month)   |                       |
|---|-----------------------|
| ROLE  | Software Engineer     |
| ROLE DESIGNATION  | Software Engineer     |
| <b>MONTHLY COMPONENTS</b>   |                       |
| BASIC SALARY  | 12,813                |
| HRA   | 5,125                 |
| BASKET OF ALLOWANCES (This is to be used towards LTA, Medical Allowance, Children's Education Allowance, Transport Allowance) | 7,687                 |
| <b>MONTHLY GROSS SALARY</b>   | <b>25,625</b>         |
| Yearly bonus will be provided based on the individual performance (Performance Pay)   | 0 to 46,250 Per annum |
| Yearly bonus will be provided based on the company performance (Performance Pay)  | 0 to 46,250 Per annum |

**ANNEXURE-II**  
**(Compensation for the first Six months)**

| <b>COMPENSATION DETAILS</b><br>(All figures in INR per month) |                          |
|---|--------------------------|
| ROLE  | Software Engineer        |
| ROLE DESIGNATION  | Software Engineer Intern |
| <b>MONTHLY COMPONENTS</b>                                     |                          |
| STIPEND PER MONTH   | 10,000                   |

OL/1966

07-Dec-2022

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**OFFER LETTER**

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Dear Logeshwaran S,

**Congratulations!**

You have been selected to join VINSINFO through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of *Associate Developer* with a consolidated pay of Rs. 331884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

**Probation**

You will be on probation for a period of 6 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

**Non-Disclosure Agreement and Service Agreement**

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 30 months) at the time of joining.

**Leaves**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

**Maternity and Paternity Policy**

At VINSINFO, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your manager.

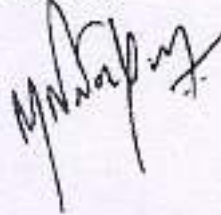
The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.

**Joining Date**

Your date of joining will be communicated separately.

We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

05/02/2023

Mr. Madhanprasanth Palanisamy  
217-A Sivasakthipuram,  
Nathakadaiyur.Kangeyam,  
Tiruppur(DT)-638108.

Dear Madhanprasanth Palanisamy,

We would like to congratulate you on being selected for the internship with our organization. Your internship will commence from 06/02/2023 till 31/07/2023.

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution. During the internship period, you will be paid Stipend of Rs.10, 000/- (Rupees Ten Thousand only) including tax.

The salary range will be vary based on the individual performance during the internship period, and the fixed CTC of Rs. 4 LPA to 5 LPA, on successful completion of graduation within the academic year (2023), and qualifying our education criteria. An internship period shall be extended if any delay in conducting university exams and final semester results announcement. The hard copy of appointment letter will be provided on completion of your graduation.

All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.

Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

During this assignment you will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you and to the best of your power, skill, ability for the business and interest of the Company.

You are expected to be present 05 days in a week and work 9.5 hrs per day and you need to complete the assignment within the stipulated time period. You will be governed by the company's rules & regulations that are in force from time to time.

You will be executing an agreement and bond for working with the company for Two (2.6) years six months which includes internship period of six (6) Months. The amount payable by you to the

company for default in completing the bond period of 2.6 years would be Rs. 2,00,000/- together with any of the investments made by the Organization for providing on the job training to you including all expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

We look forward to having you as part of our team and to a mutually beneficial association.

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

With best wishes,

For Kumaran Systems Private Limited



**Ramu. R**  
**CHIEF EXECUTIVE OFFICER**

I understand and agreed to the terms and conditions.

Accepted: **Madhanprasanth Palanisamy**  
Date: 05/02/2023





Tuesday, 21 August 2023

Mahalakshmi Ramamoorthy  
maharam2012@gmail.com  
+ 91 781230730

Dear Mahalakshmi Ramamoorthy,

We are excited to have you join the Maveric Family.

Over the past 21 years, we have been partnering with global and regional banking leaders to transform their business through emerging technology. By 2025, we aim to be recognised as top 3 niche, Bank-Tech transformation specialist in retail, corporate and wealth management domains by:

- Gaining leadership through proven solutions for CXO challenges in the areas of Regulatory Reporting, Customer Experience, Customer Analytics, Cloud Enablement and Digital Operations.
- Becoming a partner of choice to 7 out of the top 15 Global banks and 15 out of top 50 regional banks and select Fintechs.
- Further invigorating our delivery model, talent nurturing process and customer centric culture that assures heightened customer mindshare and builds competitive differentiation.

Our investments towards talent led differentiation through continuous learning and development initiatives, as well as hire & nurture programs, have played a crucial role in our rapid growth and will be key to achieving our aim for 2025.

At Maveric, you will have ample opportunities to work with Marquee customers - global banking leaders at the forefront of technology adoption, on engagements that leverage new age tech stacks and challenge the status quo consistently for driving true banking technology transformation.

We have been investing heavily on superior avenues for continuous learning through nurturing programs, in-house academies, state of the art technology labs and industry academia partnerships. These combined with a culture of adventure and learning, encouraging individual freedom to learn, actively seek new insights, experiment, and make mistakes, will help you move up the career path faster.

Finally, you will learn directly from exceptional leaders who are true banking technology thought leaders and committed to provide accelerated career growth through dedicated grooming initiatives. Significant investments and leadership expansion take place on an ongoing basis to ensure you work with quality customers, challenging projects and accelerate the learning curve.

Welcome to Maveric. We look forward to seeing you soon. You can count on us to Accelerate your Next.

**Maveric Systems Limited (Head Office & Regd. Office) :**

2nd Floor, 5th Block, GLF IT Park - SEZ, I/12A, Nandanambakkam Post, Ramapuram, Mount Poonamallee Road, Chennai - 600088  
Phone: +91 44 4844 2500 | +91 44 4012 1212 | FAX: +91 44 2225 3001. Email: info@maveric-systems.com.  
Website: www.maveric-systems.com | CIN No. U74140TN2003PLC045197

DATA | DIGITAL | GROW | LIVE

**ACCELERATE  
NEXT**



Please take time to carefully understand the remaining contents of this letter relating to your employment:

**Designation:** Test Associate - QE

**Level:** L1

**Base Location:**

Your base location will be Chennai.

**Business :**

You will be part of the QE Business Unit.

**Reporting:**

You will be reporting to Sankala Murugesan, Associate Manager - Fulfillment at Maveric Systems on your date of joining.

**Compensation:**

Your Annual Compensation would be INR 310,000.00 /- (Rupees Three Lakhs Ten Thousand only) paid in arrears on the last day of each month. Compensation will be reviewed on a yearly basis and your next review will be taken up in Oct-2024. Proposed Salary Structure is given in Annexure - 1. Your salary will be reviewed on an annual basis.

**Date Of Joining:**

You will join Maveric Systems on Wednesday, 30 August 2023 at our Chennai Office. An appointment letter would be issued with the actual date of joining post completion of joining formalities. You need to carry the following documents on the first day of work:

- All Educational certificates (Mark sheets of 10th, 12th, UG, PG (if applicable) and Degree certificate of UG and PG (if applicable))
- Photocopy of Passport, Aadhar Card and PAN Card
- 8 passport size colour photographs (white or grey background)
- Marriage Certificate (If applicable)

These documents are mandatory to complete the joining formalities without which your employee ID will not be generated. The offer stands valid upon completion of the course and submission of degree certificate.

**Probation Period:**

You will be on probation for a period of 6 months from the date of joining, which will terminate automatically unless you receive prior intimation to the contrary.

**Work Hours:**

The general work timings are 08:00 AM to 05:30 PM, Monday – Friday, however, the timings may differ based on your project/function's and responsibilities.

**Notice Period and Termination:**

Your employment with the Company can be terminated by giving Ninety (90) days' notice in writing from either side. Maveric's disengagement policy mandates you to provide a notice of at least three months (even during the probation period) in case of deciding to resign from the services. However, it is the sole discretion of the company to decide on the last working day. Full attendance is mandatory during the notice period, failing which the company may extend the notice period. In the event of any discrepancy or untrue information found in your application form or resume, or negative background verification report, willful neglect of your duties, breach of trust or gross indiscipline the Company has the discretion to terminate your services without any notice or without any payment in-lieu of notice period.

**Non-Circumvention:**

You will not approach or induce/assist any other individual to approach any clients of Maveric Systems, to sell testing or any other allied services for a period of 12 months from the date of separation from services to Maveric Systems in India or any other location which has assigned as your target market. To communicate this understanding in more formal terms, you will be provided with a separate Maveric Non-Circumvention Agreement upon your joining. You are required to read, the contents carefully and sign a copy of the same on your date of joining.

**Confidentiality**

As an employee, you will be privy to information pertaining to Maveric Systems and It's Clients business from time-to-time. You will maintain confidentiality in all such information that you gain while in employment. To communicate this understanding in more formal terms, you will be provided a separate Maveric System Non Disclosure Agreement. You are required to read the contents carefully and Sign a Copy of the same on your date Joining.



**Offer Conditions:**

Maveric's offer of employment is strictly conditional upon receipt of:

- A signed copy of this letter as acceptance of the terms of employment, on or before the prescribed date
- Satisfactory references
- Confirmation of your qualifications and educational achievements
- Confirmation of work experiences in the background verification. Should the background verification check fail at any point in time (even post of joining), the offer will stand void or revoked, and the employment can be terminated.
- During the term of your employment, you shall not engage in any other work which includes contracted assignment or freelancing, consulting services or any other employment for which you receive remuneration. Violation of this clause will be considered as material breach and Maveric shall terminate you at its own discretion including but not limited to claiming of damages caused by you.

You agree that your employment with Maveric will be full time employment as defined under Shops and Establishment Act 1948, Industrial disputes Act 1947 or any other regulatory conditions as applicable and as amended from time to time.

If the above offer meets your expectations, you are requested to confirm your acceptance by returning the attached acknowledgment copy duly signed on or before Wednesday, 30 August 2023 failing which this offer will lapse.

I take this opportunity to welcome you to Maveric and trust you will have a rewarding experience!

Sincerely,

For Maveric Systems Limited

Read & Accepted

Krishnakumar Ramachandran

Mahalakshmi Ramamoorthy  
Date:

Vice President-Talent Leadership  
Date: Tuesday, 29 August 2023

**Annexure:**

- i. Breakup of annual CTC
- ii. Compensation & Benefits
- iii. Flexible Benefit Plan



Annexure I: CTC Structure

Name: Mahalakshmi Ramamoorthy

Designation: Test Associate - QE

FIXED COMPENSATION STRUCTURE

| COMPONENTS                              | PER MONTH        | ANNUAL            |
|---|------------------|-------------------|
| <b>A. MONTHLY ALLOWANCES</b>            |                  |                   |
| BASIC                                   | 10,333.00        | 124,000.00        |
| HR/LEAVE AMOUNT                         | 5,167.00         | 62,000.00         |
| CONVEYANCE ALLOWANCE                    | 1,600.00         | 19,200.00         |
| MEDICAL REIMBURSEMENTS                  | 1,250.00         | 15,000.00         |
| STATUTORY BONUS                         | 1,430.00         | 18,600.00         |
| SPECIAL ALLOWANCE                       | 3,516.00         | 42,199.00         |
| <b>TOTAL</b>                            | <b>23,295.00</b> | <b>279,199.00</b> |
| <b>B. ANNUAL LIMITS / CONTRIBUTIONS</b> |                  |                   |
| ESI CONTRIBUTION                        | 0.00             | 0.00              |
| MEDICAL INSURANCE                       |                  | 3,250.00          |
| GRATUITY                                |                  | 5,861.00          |
| C.C.P.F.                                | 1,800.00         | 21,600.00         |
| <b>TOTAL</b>                            | <b>1,800.00</b>  | <b>30,811.00</b>  |
| <b>GRAND TOTAL (C.T.C.)</b>             |                  | <b>310,000.00</b> |

ACCELERATE  
NEXT

QUAL | AGILITY | CORE | DC



## Annexure III: Compensation and Benefits

Details of the elements that are included in the CTC structure are stated below:

- **Basic Salary:** Your basic salary will be INR 10,333.00 per month.
- **House Rent Allowance (HRA):**

Your HRA will be INR 5,167.00 per month. 50% of your monthly basic salary has been allocated towards HRA.

- **Conveyance allowance:**

You will be entitled to conveyance allowance amounting to INR 18,200.00 p.a. However, while computing TDS on salary, this amount will not be considered for calculation of income tax. No bills are required to be submitted.

- **Medical reimbursement:**

You will be entitled to medical reimbursement amounting to INR 15,000.00 p.a. However, while computing TDS on salary, this amount will not be considered for calculation of income tax. No bills are required to be submitted.

- **Special allowance:**

To better suit your needs, FBP provides flexibility to you in structuring your special allowance with the objective of making it more tax-friendly by opting components that are beneficial to you. Details of FBP are enclosed in annexure iii.

- **Medical Insurance:**

Medical Insurance premium amounting to INR 3,250.00 is towards your coverage under the Company's Medical Insurance Policy\*.

### Retira's:

- **Provident Fund:**

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



• **ESIC:**

In the event you are eligible, you will be covered under the Employee's State Insurance Act, where in the Company will contribute towards ESIC at the statutory rate.

• **Gratuity:**

Upon cessation of employment after completion of continuous service of 4 years 8 months with the Company, you will be entitled to Gratuity as per the provisions of the Gratuity Act 1972.

**Other benefits:**

You may be entitled to the following benefits that are subject to any change made by the Company from time to time:

• **Annual Leave and Public Holidays:**

You are eligible for 20 days of paid leave (prorated based on date of joining) for every Calendar year (January 1st – December 31st). In addition, you will be entitled to statutory public holidays (public holiday-list will be provided on joining).

• **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 Group Medical Insurance Policy held by the Company. The default sum insured is INR 5 Lakhs (Base Policy) per family (Employee + Spouse + 2 Children). The Total premium for this coverage for the period Sep 2022- Sep 2023 is INR 6500 which will be borne by you and Maveric in the ratio of 50: 50 Any change in premium contributions will be communicated to you time to time. On top of default sum insured, you may opt for top-up coverage ranging from 1 Lakh to 12 Lakhs; however, top-up coverage can be utilized only in the event of default sum insured getting exhausted. Premium cost for top-up coverage is to be borne by the associate. You will be required to express your choice of insurance coverage in the "Medical Insurance Registration" application post your joining.

Additionally, you will also be eligible to cover your parents or parent-in-laws under the Group Medical Parental Insurance (Total applicable premium to be borne by you). The same should also be registered by you in the "Medical Insurance Registration" application post your joining. The premium shall be deducted in 3 equal instalments.

• **EDLI:**

You shall be covered under Employee Deposit Linked Scheme and your coverage towards term insurance will be INR 7,02,000.

• **Group Personal Accident Insurance:**

You shall be covered under the Personal Accident Insurance Policy as held by the Company. The total insurance coverage is INR 10,00,000. This includes life coverage and coverage towards temporary and permanent disablement.



FLEXIBLE BENEFIT PLAN

Structure Your Compensation the Right Way with Maveric FBP Plan

Flexible Benefit Plan (FBP):

To better fit your needs, FBP provides flexibility to you in structuring your compensation with the objective of making it more tax friendly by opting components that are beneficial to you. FBP is composed of the following components. You are eligible to choose component/benefits based on your choice and level/Grade.

a. Sodexo Meal Card:

Maveric has collaborated with Sodexo to provide Meal card for you. Sodexo has partnered with more than 4000+ vendors across India for an exhaustive acceptance of the card. This card can help you with the purchase of Food, Non-Alcoholic beverages and groceries. This card will be loaded every month along with monthly payroll and there is no requirement for bill submission. Maximum entitlement of INR 36,000 per annum is applicable under this benefit.

b. Health and Wellness:

This benefit enables you to claim for expenses related to Health club, Gym membership, Yoga, Zumba, Sports activity membership, and similar facilities. Purchase of equipment related to sports, gym & any other aforesaid activities will not be considered. You can claim up to a maximum amount of INR 24,000 per annum which will be reimbursed on submission of bills.

c. Communication:

This benefit enables your communication needs and can help you claim expenses of your Landline, Mobile and Broadband/Dongle expenses. You can claim up to a maximum amount of INR 48,000 per annum which will be reimbursed post submission of bills.

d. Leave Travel Allowance:

You can claim expenses incurred during your travel under the LTA entitlement. In a block of 4 years the LTA benefit can be availed 2 times. You can claim a maximum amount of up to INR 1,00,000 per annum based on your level/grade.

e. Fuel Reimbursement:

Everyday office commute expense can get tricky but with Maveric's fuel reimbursement plan, you can claim up to a maximum amount of INR 28,800 per annum on purchase of fuel for two/four-wheeler for office commutation.

f. Books & Periodicals:

If you are a bibliophile or just love reading, you can purchase books, periodicals, journals & Newspapers and can claim up to a maximum amount of INR 24,000 per annum as reimbursement.



OL/1969

07-Dec-2022

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**OFFER LETTER**

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Dear Manoj Kumar M,

**Congratulations!**

You have been selected to join VINSINFO through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Developer** with a consolidated pay of Rs. 331884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

**Probation**

You will be on probation for a period of 6 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

**Non-Disclosure Agreement and Service Agreement**

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 30 months) at the time of joining.

**Leaves**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

**Maternity and Paternity Policy**

At VINSINFO, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your manager.

The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.





08.02.2023

Mr. MOHAMED FAREETH.F

Sub: Offer Letter

Dear Mr. MOHAMED FAREETH.F

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

**Samit Kumar Kapat**  
**Branch Manager-Bangalore**



VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

**Fwd: DXC Technology || DECP FY'23 Hiring || Letter of Intent**

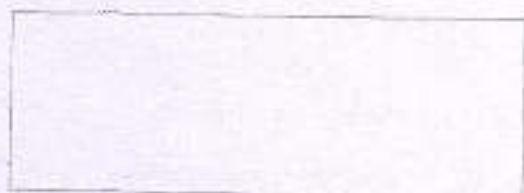
1 message

Mohamuda Rifa <mohamudarifa18@gmail.com>  
To: vinoparkavi.d@nandhaengg.org

Thu, Sep 7, 2023 at 9:59 AM

----- Forwarded message -----

From: **DXC India CampusConnect** <DXCIndiaCampusConnect@dxc.com>  
Date: Thu, 13 Oct 2022, 1:35 pm  
Subject: DXC Technology || DECP FY'23 Hiring || Letter of Intent  
To: mohamudarifa18@gmail.com <mohamudarifa18@gmail.com>

**Re: Campus Recruitment - Letter of Intent (LOI)**Dear **MOHAMUDA**,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "**Associate Professional**" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

DXC Technology Company -- This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.

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3 attachments



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0802.2023

**Mr. MURALI KUMAR.R**

**Sub: Offer Letter**

**Dear Mr. MURALI KUMAR R**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at **Bangaluru**.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to be "S.K." or similar initials.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

**CODINGMART****OFFER LETTER****Dear Nandhakumar C,**

With reference to your subsequent interview with us, we are pleased to offer you the position of "Intern Product Engineer" with Codingmart Technologies Pvt Ltd.

Your Internship & employment with the Company will be governed by terms and conditions detailed below-

1. Commencement of internship - **July 1st, 2022** at our Coimbatore, office.
2. The duration of the internship is for 9 months. Subsequently divided into 3 phases -

| Internship Phases | Duration                | Stipend    |
|-------------------|-------------------------|------------|
| Phase 1           | Four Months (4 months)  | Rs. 10,000 |
| Phase 2           | Three Months (3 months) | Rs. 15,000 |
| Phase 3           | Two Months (2 months)   | Rs. 20,000 |

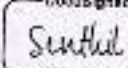
3. Duration of each phase in the internship program may vary depending on individuals performance during each phase. First phase is eliminatory, Phase conversion is subject to your performance.
4. CTC offered post successful completion of all the 3 internship phases - **INR 7,20,000** per annum.
5. Internship / work location - Coimbatore or Bangalore or Chennai.
6. You are required to sign an agreement for 2 years of continuous employment with Codingmart Technologies Pvt Ltd after completion of the 3 internship phases.
7. You must be prepared to undergo full medical checkup before joining and during the course of employment. However the bill incurred for this medical check-up can be reimbursed post submission of relevant documents.



8. Medical excuses during internship & employment (agreement) period will be validated only by codingmart's medical team and Intern's or employee's prescription or records won't be honored.

We welcome you to the Codingmart family and look forward to offering a long and fruitful career with us. We are confident you will find this new opportunity both challenging and rewarding. This offer letter is a legal document for Codingmart Technologies internal purpose only. Any misuse of the same may invite/ have legal action/ legal implication

Yours sincerely,

DocuSigned by:  
  
Senthil

6/8/2022

For Codingmart Technologies Pvt Ltd





08.02.2023

**Mr. NAVEENKUMAR.S**

**Sub: Offer Letter**

Dear **Mr. NAVEENKUMAR.S**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to be "S.K." with a stylized flourish.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com

Sopra Steria (India) Limited  
SEZ Area, Special Economic Zone, Building #  
SOP/10, 10 & 20, Sector - 135  
Gurgaon Road, Noida (India) P.O. - 201304, India  
T. +91 22 392 1337  
www.sopraSteria.in

**Subject: Letter of Intent**

Dear Nishanth,

**Congratulations!**

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee**.
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai**. However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

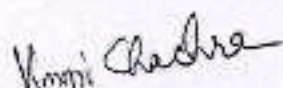
The validity of this offer is subject to your joining us on or before **August'23**.

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For Sopra Steria (India) Limited



Authorized Signatory

Accepted and Confirmed

Name:

C.NISHANTH

Signature:



Contact Details:

9788819967

Father's Name

: P.CHANDRASEKARAN

Date

: 16.09.2022



10-Jan-2023

Candidate ID: 24168588

Nitharshna S  
B.E. Computer Science & Engineering  
Nandha Engineering College, Erode

Dear Nitharshna S,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship on premises with us for a period of 3 to 6 months. Your Internship onboarding will be scheduled based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equaled to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Though Cognizant Internship is a pre-requisite skill and capability development program, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the Internship Program. The Intern Offer would be terminated if the mandatory requirement of minimum 90% attendance at office is not met in a month.
- Interns are covered under Cognizant's calendar holidays of the respective location of Internship, and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and internship would be terminated if leaves are availed without prior approvals.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be terminated.
- The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your internship would be terminated.
- After successful completion of your Internship if there is a business demand which expects you to get skilled on a different skill, you would be expected to get skilled in that demand failing which your Full Time Offer would be cancelled / withdrawn.

• Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.

• There would be zero tolerance to plagiarism and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of Internship without any notice.

• During the course of your Internship and at all times, you shall be governed by Cognizant's Social Media Policy and shall refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate termination of the Internship and revocation of the Employment Offer/Agreement.

• Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.

At the time of your reporting for the internship, you will be required to sign a Non-Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

This offer from Cognizant shall be active and valid for only 3 calendar days and hence you are expected to accept or decline the offer through the company's online portal within the said time-period of 3 calendar days and you will also be required to submit the mandatory documents at least 7 days before your Internship Onboarding Date as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.

Below are the mandatory documents to be submitted as part of your Background Verification:

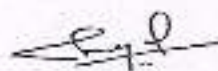
- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and reuploaded back to the application

Below are the mandatory documents to be submitted as part of your Pre-joining formalities:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.  
We wish you good luck.

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:



## Primesoft Enterprise IT Services Pvt Ltd.

(Formerly G-Axis Technologies Pvt Ltd.)  
No. 60/2, LB Road, Inside Thyagaraja Complex,  
Thiruvanniyur, Chennai - 600 041, India.  
Tel: +91-44-42082608, Email: info@primesoftinc.com  
CIN: U74910 TN2006 PTC060131

15<sup>th</sup> December 2022

Mr. Nitheshwar. A.M,  
Alameen nagar, Vilarasampatti,  
Erode, 638009.

### Letter of Internship

On behalf of Primesoft, (The Company), I am pleased to offer you an internship with our client Company "Quickplay Media private limited". The purpose of this letter is to summarize the terms of your internship.

#### 1. Scope of the Internship

The Purpose of the internship is to provide you exposure to industry practices and technologies. During your internship period, you will be working on one or more projects of our client company. Your responsibilities will include, but not be limited to systems analysis and design, software development, software testing and any other duties assigned to you by your superior from time to time.

#### 2. Duration of the Internship

The duration of the internship is for a period of Six months starting from 18<sup>th</sup> January 2023.

During your internship, you will be trained on various technologies. On successful completion of your graduation and satisfactory performance during training, your employment with the Company will be confirmed. Once your employment is confirmed, your salary will be revised to Rs. 5,00,000/- (Rupees Five Lakhs Only) per annum from the date of confirmation.

#### 3. Location

You will be located at the offices of our client "Quickplay Media private limited" in Chennai.

#### 4. Stipend

You will be paid a stipend of **Rs. 25,000/- (Rupees Twenty Five Thousand Only)** per month.

#### 5. Attendance & Timings

You are expected to work on all business days of the company. Your working hours will be generally for a minimum duration of 9 hours between 9:00 AM and 6:00 PM with lunch and tea breaks. You are encouraged to stretch beyond the usual working hours depending on the demand of work.

#### 6. Termination

The Company reserves the right to curtail or terminate your internship on account of non-performance or disciplinary grounds, without any notice. In such cases, you will be required to hand over all your responsibilities to an appropriate person identified by your supervisor. If you wish to discontinue your internship, you are required to give one month's notice in writing.



## Primesoft Enterprise IT Services Pvt Ltd.

(Formerly G-Axis Technologies Pvt Ltd.)  
No. 60/2, LB Road, Inside Thyagaraja Complex,  
Thiruvanniyur, Chennai - 600 041, India.  
Tel: +91-44-42082608, Email: info@primesoftinc.com  
CIN: U74910 TN2006 PTC060131

### 7. Service Agreement

The company will be investing a significant amount of effort and money in training you to acquire the knowledge and special skills required to support the business of the company and its clients. In order to recover the investments made, you are required to serve the company for a minimum period of two years from the date of joining in employment.

### 8. Discipline & Organizational Decorum

You are expected to always portray a good image of the organization. Therefore, you are expected to conduct yourself in the most professional manner possible. You are required to present yourself in formal attire always while at work.

### 9. Evaluation of performance and Extension

Your performance will be monitored from time to time throughout the duration of the internship and your association with the Company may be extended / terminated at the end of the term based on the performance assessment reports provided by your supervisor, client's feedback, your performance in the final assessment process and other factors as decided by the Management.

### 10. Confidentiality and Non-Disclosure

You must always maintain the highest degree of secrecy and keep as confidential the Company strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents, and such other information relating to the business of the Company and of its clients, which may be known to you or confided in you by any means and use them only in a duly authorized manner in the interest of the Company. You shall act in due diligence not to always divulge any client information or professional secrets of the Company, even after the severance of your relationship with the Company. The Company will always, have the sole proprietary right in any work products and processes which you may develop during your tenure with the Company.

### 11. Status Reports

You will provide the Company with any reports that are deemed necessary for the successful completion of the assignment.

### 12. Relationship

Your association with the Company is purely on a temporary basis and nothing in this letter shall be deemed to create a relationship of employment between you and the Company.

Please sign the duplicate of this letter as a token of your acceptance of the terms and conditions mentioned herein. This letter is valid for a period of Five Days (5) from the date of this letter.

Looking forward to a mutually rewarding relationship.

Sincerely

Ramani A P

Human Resources Department



Primesoft Enterprise IT Services Pvt Ltd.

(Formerly G-Axis Technologies Pvt Ltd.)  
No. 60/2, LB Road, Inside Thyagaraja Complex,  
Thiruvanimiyur, Chennai - 600 041, India.  
Tel: +91-44-42082608. Email: info@primesoftinc.com  
CIN: U74910 TN2006 PTC060131

Acceptance of terms

I hereby accept the internship assignment on the terms set forth in this Letter as of this day of  
22.12.2022 (Thursday)

Nitresh

NITHESHWAR A M

Signature & Name

Due to my final year Examination, I will  
be supositing to the internship on 15<sup>th</sup> Feb  
2023. Kindly accept my requisition.

08/09/2023

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**AB ACADEMY'S®**  
**THE ENGLISH COUNCIL®**  
(FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr /Ms / Mrs. Nithin Dept B.E.-CSE

We have pleasure to appoint you as a 'Senior Associate Trainer' in Grade I with effective from June 2023. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a Senior Associate Trainer (Accent Training) for the basic gross salary of Rs. 12000/- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance (At the time of appraisal).

You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a Trainee Team Leader. Since the nature of work requires to handle academic information, the training is essential.

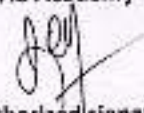
Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the organization.

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us. Once the exams get over, do report to our nearest branch to know the training details.

Place: Coimbatore

Date:

For AB Academy- The English Council

  
Authorized signatory [H.R.]

Signature of the candidate

Ring:  
9842629024,  
9894075143

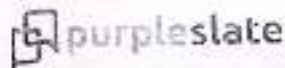
Email:  
seebeacademy@yahoo.in  
theenglishcouncil@yahoo.com  
www.abacademy.org.in

Address:  
No.30, Ramalaxmi nagar, Laxmipuram,  
Kamarajar road, Peelamedu (po), Coimbatore-4



08/09/2023

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28<sup>th</sup> June 2022

Nithyasri R B  
BE Computer Science  
Nandha Engineering College  
Erode.

Email Id: balunithyasri@gmail.com

Dear Nithyasri R B,

Congratulations!

With reference to the interview held on 17<sup>th</sup> June 2022, we are pleased to offer you the position of Technology Engineer ("Offer") at Purpleslate Private Limited ("Company").

#### Salary

Your gross annual compensation will be Rs. 6,00,000 (Rupees Six Lakhs only).

Other benefits include:

- Health Insurance cover for you and your immediate family
- Casual Leave of 12 days with Earned Leave of 12 days per year subject to the applicable laws
- Sick Leave of 10 days per year subject to the applicable laws

#### Internship

You are also eligible for an Internship at the Company during the last semester of your degree program. The date of commencement of the Internship and duration will be communicated to you through email. If your progress during the Internship is not found satisfactory, or if you do not complete the training programs assigned to you, the Internship period may be extended or even terminated during the initial or extended period.

#### Stipend

During the Internship, you are eligible for a monthly stipend of Rs. 10,000 (Rupees Ten Thousand only) to help you meet the Boarding & Lodging needs if you complete your Internship at our Chennai office.

If you work remotely during the Internship, you will be paid a one-time signing bonus of the stipend amount when you join the Company after completing your degree, which will be paid in the first regularly scheduled payroll following the date of your joining, after deducting the relevant taxes.

#### Terms & Conditions

The offer letter is valid subject to you communicating your acceptance within 7 days from the date of this Offer and failure to provide the countersigned offer letter shall entitle the Company to revoke this Offer Letter.

Further, the company reserves the right to revoke the Offer if all the subjects of your degree are not cleared or if you do not complete all the requirements of your internship.

Please note, your date of joining will be communicated to you through email. A detailed contract of employment setting out the terms and conditions of employment and the compensation breakup will be furnished to you at the time of your

2nd Floor, No.8, Type II, Dr. V.S.I Estate,

Rajiv Gandhi Salai, Thiruvananthapuram, Chennai 600 041.

people@purpleslate.com

www.purpleslate.com

08/09/2023



joining. Your appointment will be governed by the rules and regulations in vogue and those that may be introduced from time to time. Your initial place of posting will be at Chennai.

Please note that the Company may conduct a reference check on you either directly or through an appointed agency about your academics, family background, character, and conduct.

This offer of employment is being made considering the facts and information submitted by you in the Company's application form. The Company reserves the right to revoke the job offer if any of the information furnished leading to your selection is found to be misrepresented, untrue, false or inaccurate.

Any deviation on the above will entitle the Company to take decisions deemed fit as and as per the existing company policy, including immediate termination without payment of any severance fee.

You are requested to submit the following documents / certificates at the time of joining.

1. One set photocopies of all the required academic & employment certificates
2. Copy of your Aadhar card
3. Two passport size photographs
4. Copy of your PAN card

Please sign the enclosed copy of this letter to indicate your acceptance of this offer or acknowledge via email.

We take immense pleasure in having you onboard and welcome you to the Purpleslate family. Please do not hesitate to call us for any information you may need.

A handwritten signature in black ink, appearing to read 'Magesh'.



Magesh Mahadevan  
Director

08/09/2023

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08.02.2023

**Mr. PANDI DURALM**

**Sub: Offer Letter**

Dear **Mr. PANDI DURALM**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to be "SK" or similar initials.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com

08/09/2023



16-Mar-2023

Ms. Pavithra M  
Nandha Engineering College

Dear Pavithra,

**SUB: Our offer for the position of Trainee**

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be Rs.15,000 per month which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to Rs.3.80 Lakhs Per Annum that includes a one-time joining bonus of Rs.20,000 which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited

Dinesh Kumar T.K.  
Vice President  
[dinesh.kumar@aspresys.com](mailto:dinesh.kumar@aspresys.com)

I hereby accept the offer.

Signature :  
Name : Pavithra M  
Date :

#### Annexure 1: Terms and Conditions of Employment

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.

10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.

- If your date of joining is between 1<sup>st</sup> to 15<sup>th</sup> of the month, then your first salary change effective date will be 1<sup>st</sup> to end of the month
- If your date of joining is between 16<sup>th</sup> to end of the month, then your first salary change effective date will be from 16<sup>th</sup> to 15<sup>th</sup> of the next month
- Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
| Post Training             | 30,000                   | Salary gets revised to 30,000       |
| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Medclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you
12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.
13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.
14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature :  
Name : Pavithra M

Date:

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**PAVITHARAN P**  
**O+**  
**6385569563**



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Pradeep,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

We are wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi  
VP-Human Resource

08/09/2023

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08/09/2023

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16-Mar-2023

Mr. Pradeep P  
Mandha Engineering College.

Dear Pradeep,

**SUB: Our offer for the position of Trainee**

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited

Dinesh Kumar T.K.  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :  
Name : Pradeep P  
Date :

### Annexure 1: Terms and Conditions of Employment

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.

10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.

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- If your date of joining is between 16<sup>th</sup> to end of the month, then your first salary change effective date will be from 16<sup>th</sup> to 15<sup>th</sup> of the next month
- Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
| Post Training             | 30,000                   | Salary gets revised to 30,000       |
| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you
12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.
13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.
14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature :  
Name : Pradeep P

Date:

08/09/2023

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12 October 2022, et 1:57 PM

DXC\_India\_CampusConnect

DXC Technology || DECP FY'23 Hiring || Letter of Intent

To: praneshraja14@gmail.com



Re: Campus Recruitment - Letter of Intent (LOI)

Dear PRANESH,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:


1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

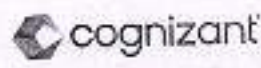
  
Lokendra Sethi  
VP-Human Resource

If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxcc.com](mailto:DXCIndiaCampusConnect@dxcc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

DXC Technology Company -- This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this

08/09/2023



Letter of Intent (LOI)

Superset ID: 3368591

Date: November 25, 2022

Dear PRANESH RN,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in the full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 6,01,955/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct - You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/na/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its authorized vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI). <https://campus.cognizant.com/na/na/Employee/Profile>

GenC HR Team will reach out to you over email to guide you on the next steps. Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Naya Sreekumar  
Vice President - Human Resources



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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222902339/Chennai**  
**Date: 25/11/2022**

Mr. Pranesh Rn  
2aLkc Nagar, Vellakovil,  
Near Rps Mahal,  
Tiruppur-638111,  
Tamilnadu.  
Tel# 91-9842544415

Dear Pranesh Rn,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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



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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month..

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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

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## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

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TCS Careers Service: Tel: 1800 399 3111 Email: careers@tcs.com





## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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

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## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### 4. Working Hours

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

### 5. Mobility

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

### 6. Compensation Structure / Salary components

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

### 7. Increments and Promotions

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

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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

#### 9. Confidentiality Agreement

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

#### 10. Service Agreement

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

#### 11. 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.

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## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. 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 an associate of TCSL.

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



#### 16. Retirement

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

#### 17. Pre-employment Medical Certificate

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

#### 18. Employment of Non Indian Citizens

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

#### 19. Background Check

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

#### 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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Tata Consultancy Services Limited

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred herein 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.

(b) 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.

(c) 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.

(d) 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.



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(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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 this employment and this offer will be automatically withdrawn.

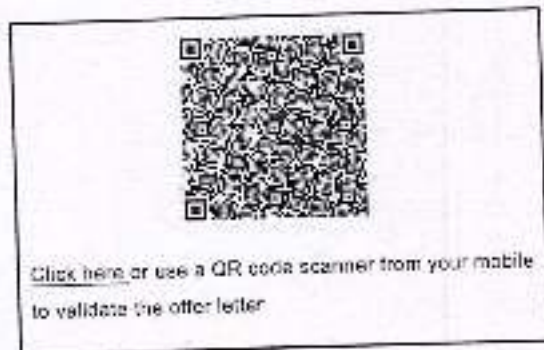
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**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: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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## GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Pranesh Rn                        |
| Designation    | Assistant System Engineer-Trainee |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 14,784        | 1,77,408        |
| Bouquet Of Benefits #                 | 7,646         | 91,752          |
| <b>2) Performance Pay**</b>           |               |                 |
| Monthly Performance Pay               | 1,700         | 20,400          |
| Quarterly Variable Allowance*         | 600           | 7,200           |
| <b>3) City Allowance</b>              | 200           | 2,400           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,774         | 21,289          |
| Gratuity                              | 711           | 8,533           |
| Total of Annual Components & Retirals | 2,485         | 37,722          |
| <b>TOTAL GROSS</b>                    | <b>27,415</b> | <b>3,36,877</b> |
| Xplore/ Learning Incentive****        |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly      | Annual        |
|----------------------------------|--------------|---------------|
| House Rent Allowance             | 5,914        | 70,968        |
| Leave Travel Assistance          | 1,232        | 14,784        |
| Food Card                        | 500          | 6,000         |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>7,646</b> | <b>91,752</b> |

08/09/2023



## Annexure 2

|  |  |
|--|--|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Sarima Park, IT/ITES SEZ, Plot # 41,<br/>Gandhinagar - 382007</p>  | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100, Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue- Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II)- BARBATI<br/>SEZ, IT/ITES- SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>INHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>   |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gwal Pahari, Gurgaon - 122003,<br/>Haryana</p>  | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th<br/>floor, Galaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 309, UP</p>                         |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati -<br/>781006, Assam</p>   | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramiguda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 164-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Bada Bhangarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>   | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - III/12, New<br/>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br/>Auditorium, 2nd Floor, Wanderers Building, Delta Park<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark,<br/>Kakkanad, Kerala 682042</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 7, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400606</p>  |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Seq, Nagpur, Telhara, Maharashtra 441108,</p>   | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057, Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepul Park, Technopark Campus, Kariyavattom P.O,<br/>Trivandrum - 695591, India</p>  |  |

TCS Confidential  
TCS/DT20222902339

### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai-600 110 Tamil Nadu India  
Tel: 91-44-6616 2222 Fax: 91-44-6616 2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 309 2111 Email: careers@tcs.com



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



#### 4. **Prior knowledge**

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

#### 5. **Use of third party material**

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

#### 6. **Security policies and Guidelines.**

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

#### 7. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

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(s) 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

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

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

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

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



Sopra Steria (India) Limited  
5, CIPRA Tower, Exoterra, 2nd, Building 4  
Parkside, 30/6/23, Sector - 115  
Gurgaon, Haryana, India (HR) - 201304, India  
T: +91 124 562 1310  
[www.sopraSteria.in](http://www.sopraSteria.in)

**Subject: Letter of Intent**

Dear Ranjitha,

**Congratulations!**

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee**.
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai**. However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a Bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

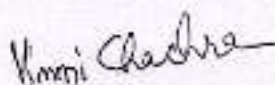
The validity of this offer is subject to your joining us on or before **August'23**.

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For Sopra Steria (India) Limited



Authorized Signatory

Accepted and Confirmed

Name : R RANJITHA

Signature : 

Contact Details : 0381095311

Father's Name : K.S RAMASAMY

Date : 16.09.2022



**SANJAI KUMAR N**

**A1-**

**6374433655**

08/09/2023

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08/09/2023



16-Mar-2023

Mr. Sanjay G  
Nandha Engineering College

Dear Sanjay,

**SUB: Our offer for the position of Trainee**

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

**For Aspire Systems (India) Private Limited**

A handwritten signature in black ink, appearing to read "Dinesh", is written over a horizontal line.

**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :  
Name : Sanjay G  
Date :

## Annexure 1: Terms and Conditions of Employment

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.
10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.
- If your date of joining is between 1<sup>st</sup> to 15<sup>th</sup> of the month, then your first salary change effective date will be 1<sup>st</sup> to end of the month
  - If your date of joining is between 16<sup>th</sup> to end of the month, then your first salary change effective date will be from 16<sup>th</sup> to 15<sup>th</sup> of the next month
  - Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
| Post Training             | 30,000                   | Salary gets revised to 30,000       |
| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you
12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.
13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.
14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

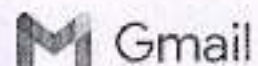
I hereby accept the offer terms and conditions.

Signature :

Name : Sanjay G

Date:





Saran Kumar &lt;spsssaran@gmail.com&gt;

**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

1 message

DXC\_India\_CampusConnect &lt;DXCIndiaCampusConnect@dxc.com&gt;

Thu, Oct 13, 2022 at 1:33 PM

To: "spsssaran@gmail.com" &lt;spsssaran@gmail.com&gt;



Re: Campus Recruitment - Letter of Intent (LOI)

Dear SARANKUMAR,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

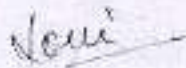
1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

08/09/2023

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113.  
CIN: U72900TN2015FTC102489.

DXC Technology Company – This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.

08/09/2023

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Letter of Intent (LOI)

Superset ID: 3364482

Date: November 25, 2022

Dear SARAN KUMAR S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,966/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards nepotism in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI under the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empowered vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://www.us2.cognizant.com/Feedback/Feedback>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206563138/Chennai**  
**Date: 25/11/2022**

Mr. Saran Shanker S  
Shanmugam P, Amman Two Wheeler Stand, Kodumudi Road, Othakkadi KGanapathipalayam Street,  
Amman Two Wheeler Stand,  
Erode-638151,  
Tamilnadu,  
Tel# -

Dear Saran Shanker S,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

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Tata Consultancy Services Limited

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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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

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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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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

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## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### 4. Working Hours

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

### 5. Mobility

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

### 6. Compensation Structure / Salary components

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

### 7. Increments and Promotions

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

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



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

#### 9. Confidentiality Agreement

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

#### 10. Service Agreement

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

#### 11. 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.



## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. 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 an associate of TCSL.

## 15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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#### 16. Retirement

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

#### 17. Pre-employment Medical Certificate

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

#### 18. Employment of Non Indian Citizens

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

#### 19. Background Check

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

#### 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

(a) 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.

(b) 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.

(c) 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.

(d) 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.

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(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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08/08/2023



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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 this employment and this offer will be automatically withdrawn.

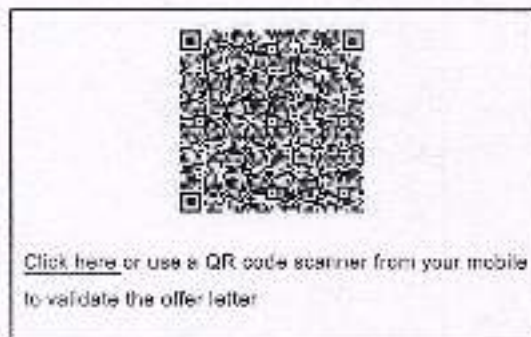
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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





## GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Saran Shanker S                   |
| Designation    | Assistant System Engineer-Trainee |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly | Annual      |
|---------------------------------------|---------|-------------|
| <b>1) Fixed Compensation</b>          |         |             |
| Basic Salary                          | 14,784  | 1,77,408    |
| Bouquet Of Benefits #                 | 7,646   | 91,752      |
| <b>2) Performance Pay**</b>           |         |             |
| Monthly Performance Pay               | 1,700   | 20,400      |
| Quarterly Variable Allowance*         | 600     | 7,200       |
| <b>3) City Allowance</b>              | 200     | 2,400       |
| <b>4) Annual Components/Retirals</b>  |         |             |
| Health Insurance***                   | NA      | 7,900       |
| Provident Fund                        | 1,774   | 21,289      |
| Gratuity                              | 711     | 8,533       |
| Total of Annual Components & Retirals | 2,485   | 37,722      |
| <b>TOTAL GROSS</b>                    | 27,415  | 3,36,077    |
| Xplore/ Learning Incentive****        |         | Upto 60,000 |

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly | Annual |
|----------------------------------|---------|--------|
| House Rent Allowance             | 5,914   | 70,968 |
| Leave Travel Assistance          | 1,232   | 14,784 |
| Food Card                        | 500     | 6,000  |
| <b>GROSS BOUQUET OF BENEFITS</b> | 7,646   | 91,752 |



## Annexure 2

|  |   |
|--|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Sarina Park,IT/ITES SEZ,Plot # 41,<br/>Sardhinagar - 382007</p>  | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100,Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue-Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br/>Haryana</p>   | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th<br/>floor, Galaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201309,UP</p>                         |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati -<br/>781006,Assam</p>  | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT City, Nanakramguda, Hyderabad</p>  |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 160-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Bada Bangarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>  | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - III/12, New<br/>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br/>Auditorium,2nd Floor, Wanderers Building,Delta Park<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark,<br/>Kakkanad, Kerala 682042</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yentra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400606</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>   | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057,Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepul Park, Technopark Campus ,Kariyavattom P.O,<br/>Trivandrum - 695581, India</p>  |   |



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



**2. Associate's Obligations**

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

**3. Intellectual Property Rights**

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



**4. Prior knowledge**

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

**5. Use of third party material**

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

**6. Security policies and Guidelines.**

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

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

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

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



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

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





To,

Name : Saran Shanker

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Saran Shanker,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

08/09/2023

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

"This is an electronically generated document does not require signatures"



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Re: Campus Recruitment - Letter of Intent (LOI)

Dear SATHISHKUMAR,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lokendra', with a horizontal line underneath it.

Lokendra Sethi



08.02.2023

**Mr. SHANKAR.C**

**Sub: Offer Letter**

Dear **Mr. SHANKAR.C**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

**Samit Kumar Kapat**  
**Branch Manager-Bangalore**

2011  
Re: Campus Recruitment - Letter of Intent (LOI)

Dear Sharvesh,

Congratulations!

We, EIT Services India Private Limited (DXG Technology) are pleased to inform that you have successfully completed the selection process conducted by DXG Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

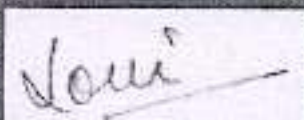
1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfilment of the eligibility criteria.

Here's wishing you a successful career with DXG Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222907456/Chennai**  
**Date: 22/12/2022**

Mr. Shatya Deeb  
6/902, Ganeshapuram, Sirumugai, Coimbatore Ganeshapuram,  
Near Vmhss School,  
Mettupalayam-641302,  
Tamilnadu.  
Tel# -

Dear Shatya Deeb,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TCSL/DT20222907456**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91-44-6616-2222 Fax: 91-44-6616-2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Careers Service Line: 1800 209 8111 Email: careers@tcs.com



Completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



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#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.





## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

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

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TCSL/DT20222907456**

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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

TCS Careers ServiceLine: 1 800 209 3111 Email: careers@tcs.com



### **Loans**

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

### **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

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**TCSL/DT20222907456**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

41/21-25, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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

TCS Careers Service: 1 800 209 3111 Email: careers@tcs.com



## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

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

## 5. Mobility

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

## 6. Compensation Structure / Salary components

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

## 7. Increments and Promotions

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

## 8. Alternative Occupation / Employment

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



#### 9. Confidentiality Agreement

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

#### 10. 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.

#### 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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



### 13. 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 an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

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

### 16. Pre-employment Medical Certificate

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

### 17. Employment of Non Indian Citizens

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



## 18. Background Check

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

## 19. Submission of Documents

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

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

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



The original documents will be returned to you after verification.

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

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

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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



**23. Compliance to all clauses**

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

**24. Data Privacy Clause:**

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Shatya Deeb                       |
| Designation    | Systems Engineer                  |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 15,000        | 1,80,000        |
| Bouquet Of Benefits #                 | 26,522        | 3,18,264        |
| <b>2) Performance Pay</b>             |               |                 |
| Monthly Performance Pay               | 4,300         | 51,600          |
| Performance Bonus*                    | 3,100         | 37,200          |
| <b>3) City Allowance</b>              | 400           | 4,800           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,800         | 21,600          |
| Gratuity                              | 721           | 8,658           |
| Total of Annual Components & Retirals | 2,522         | 38,158          |
| Retention Incentive                   | NA            | 70,000          |
| <b>TOTAL GROSS</b>                    | <b>51,844</b> | <b>7,00,022</b> |
| <b>Xplore/ Learning Incentive****</b> |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7500 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly       | Annual          |
|----------------------------------|---------------|-----------------|
| House Rent Allowance             | 7,500         | 90,000          |
| Leave Travel Assistance          | 1,250         | 15,000          |
| Food Card                        | 500           | 6,000           |
| Personal Allowance               | 17,272        | 2,07,264        |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>26,522</b> | <b>3,18,264</b> |



Annexure 2

|   |  |
|---|--|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Garima Park, IT/ITES SEZ, Plot # 41,<br/>Gandhinagar - 382007</p>   | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think Campus, Electronic City phase II,<br/>Bangalore - 560100, Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue- Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>   |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gwal Pahari, Gurgaon - 122003,<br/>Haryana</p>   | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th<br/>floor, Galaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 305, UP</p>                           |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFI House, G.S. Road, Dikpur, Guwahati -<br/>781006, Assam</p>  | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramguda, Hyderabad</p>  |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 160-II, Super Corridor,<br/>Village Tigeriya Badshah &amp; Bada Bangarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>  | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - 11F/12, New<br/>Town, Rajarhat, Kolkata - 700160, West Bengal OR<br/>Auditorium, 2nd Floor, Wanderers Building, Delta Park -<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark,<br/>Kakkanad, Kerala 682042</p>  | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Poldharen Road Number 2, TCS Approach<br/>Rd, Thane, West Thane, Maharashtra 400605</p>  |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>  | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjawadi Phase III, Pune - 411057, Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepul Park, Technopark Campus, Kariyavattom P.O.<br/>Trivandrum - 695581, India</p>   |  |



**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefor 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 the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

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



**4. Prior knowledge**

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

**5. Use of third party material**

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

**6. Security policies and Guidelines.**

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

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

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

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





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

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



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## Letter of Intent (LOI)

Superset ID: 2837760

August 23, 2022

Dear Sheela S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

**Code of Conduct :** You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/resources/documents/code-of-ethics.pdf>

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empowered vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2.cognizant.com/cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

**Maya Sreekumar**

Vice President - Human Resources



12/08/2022 05:12:64

HP PPS India Operations Private Limited

2nd Floor, 24 Salapura Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

Sheela S

NO.10 SELVAPURAM EXTENSION,REVATHI THEATRE OPP,MANNARAI,TIRUPPUR. NO.10 SELVAPURAM EXTENSION,REVATHI THEATRE OPP,MANNARAI,TIRUPPUR. TIRUPPUR

Dear Sheela S ,

We are pleased to inform you that you have been selected for training with { HP PPS India Operations Private Limited ("HP" or the "Company") from 02/02/2023 to 28/07/2023 for a period of Six months under the guidance and supervision of Sushil Shama . Your location would be PSR01 - Bangalore, Pritech Park- SEZ (PSR01) .

- 1. During the tenure of the project, you will be paid a stipend of Rs 32,500 per month. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated herein above.
- 2. It is clearly understood that you are not in any manner providing any service to HP and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
- 3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
- 4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
- 5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
- 6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
- 7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
- 8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
- 9. You shall not, during the period of your project study at HP, copy, duplicate, decompile or translate any intellectual property of HP without appropriate authorization. You shall not take out any intellectual property belonging to HP, outside the work place or HP's premises, without appropriate authorization from the supervisor.
- 10. You shall be obligated to compensate HP appropriately, in the event you cause any loss or damage to any property that is owned or leased by HP, during the training period.
- 11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.
- 12. This offer of appointment is conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by HP or an appropriate third party, and the results of such background checks being favorable in HP's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HP.



We look forward to having you join us and wish you a fruitful training with us.

To accept the offer of employment and agree to the above, please E-sign by providing your full name and unique identifier.

With Best Regards,

Sd/-

Binu Mathew

Country Director Human Resources

\* This is an electronically generated letter and hence does not require a signature

---

**ACCEPTANCE**

I accept the above referred general terms and conditions of the company.

Signature:

Name : Sheela S

Date :

Place :



Sheela S  
NO. 10 SELVAPURAM EXTENSION, REVATHI THEATRE OPP, MANNARAI, TIRUPPUR,  
TIRUPPUR  
India 641 607

**CONFIDENTIAL**

Dear Sheela S,

Further to our Intern letter, please note that you would be entitled to a joining bonus of INR 5000 (Five thousand Rupees only)

**Terms and conditions applicable in respect of Joining Bonus are as follows:**

The Joining Bonus is payable to you along with your stipend at HP Inc.  
All applicable taxes in respect of the Bonus shall be to your account. The Bonus shall be subject to all statutory deductions. Any tax deduction will be to your account.  
In the event there is a separation or termination of your internship with the company prior to the completion of the same for any reason whatsoever, you agree that you shall return the entire Bonus to the company.

The company shall also be entitled to take this Bonus into account for reconciling any amounts due to you from the company upon separation/termination as aforesaid. Any such deduction from amounts owing to you by the company upon separation/termination as aforesaid shall not affect the company's rights in law or equity in respect of the amounts of uncovered Bonus, if any. You shall not be bound to return the Bonus to the company after the expiry of one year from the date of your joining the company.

We hope that your association with the company will be satisfying and mutually beneficial. Please sign and return the original of this letter as a token of your acceptance and understanding of the above terms. Both of us accept and understand that this letter records the complete terms regarding the subject matter hereof.

Accepted and Agreed:  
Sd/-  
Binu Mathew  
Country Director Human Resources

Sheela S

\*This is an electronically generated letter and hence does not require a signature.  
**HP Employee Letter of Assurance Agreement Form**



**U.S. Export Controls on Technology Transfer:**

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Armenia  
Azerbaijan  
Belarus  
Cambodia  
China (People's Republic of China)  
Cuba  
Georgia  
Hong Kong  
Iran  
Iraq  
Kazakhstan  
Kyrgyzstan  
Laos  
Libya  
Macao (Macao)  
Moldova  
Mongolia  
Myanmar (Burma)  
North Korea (Democratic People's Republic of Korea)  
North Sudan (Khartoum)  
Russia  
Syria  
Tajikistan  
Turkmenistan  
Ukraine  
Uzbekistan  
Venezuela  
Vietnam  
Yemen

Signature required: *[Signature]*

Date: Dec 10, 2022



Agreement Regarding Confidential Information and Proprietary Developments  
Taiwan

Name: Shen Di S  
CID #: CID957002





1. **Consideration and Relationship to Internship.** As a condition of my internship with HP Inc. or one of its subsidiaries, successor(s), assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such internship, I knowingly agree to restrictions provided for below that will apply during and after my internship by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing internship for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my internship by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my internship with Company.

I further agree that any organizational information or staffing information learned by me in connection with my internship by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my internship with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am interned by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

If, by operation of law, I am unable to assign and transfer any rights in the Proprietary Developments to Company, or such assignment and transfer are not approved or registered by the relevant governmental authority, I will grant an exclusive (even excluding myself if permitted under the relevant laws), irrevocable, perpetual, worldwide, transferable, sub-licensable and royalty-free/license-fee free license for such rights in the Proprietary Developments to Company and its successors and assigns. To the extent that

I retain any rights in relation to the Proprietary Developments under the applicable laws, I hereby ratify and consent to any action that may be taken with respect to such rights by or authorized by Company and agree not to assert any rights against Company with respect thereto. I will confirm any such ratifications, consents and agreements from time to time as requested by Company.

I agree to waive any moral rights that I have or will have as author of any part of the Proprietary Developments. I genuinely and freely consent to Company (and its representatives, including delegates, licensees and assignees of Company) doing any act, or



failing to do any act, which might otherwise infringe those moral rights. I understand that this means that Company does not have to acknowledge me as author of, and can attribute someone else as the author of, any part of the Proprietary Developments. I understand that it also means that Company can deal with any part of the Proprietary Developments in any way it chooses, even if this results in these things being treated in a way of which I do not approve.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the Company was used and which was developed entirely on the intern's own time, unless (a) the invention relates (i) to the business of the intern or (ii) to the intern's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the intern for the Company.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my internship by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company internship including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my internship with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Relief; Extension.** I understand that if I violate this Agreement, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply.

8. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement may be assigned by Company to a subsequent company, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

9. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized



representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

10. Acceptance by Intern. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

Signature: *Binu Mathew*

Date: Dec 10, 2022

For and on behalf of the company

*Binu Mathew*

**Binu Mathew**

**Country Director Human Resources**



443

**Kaar Technologies**  
Level 05, South Park Towers,  
No. 26, Arundhan Street,  
Chennai - 600 081, India  
Phone: +91 984 4005 1112  
Fax: +91 984 4005 1112  
E: info@kaarit.com  
W: www.kaarit.com

August 03, 2021

R. Sivadharani

Chennai

### INTERNSHIP OFFER LETTER

Dear Sivadharani,

With reference to your application and subsequent interview, you had with us, we are happy to offer you internship opportunity in Kaar Technologies India Pvt. Ltd. on the following terms and conditions.

The internship period is for 2 years effective from August 09, 2021, till August 08, 2023. You will be required to attend office 5 days a week. During your interaship period you are eligible for a stipend amount of Rs.5,000/ Payable every month. You will be governed by work guidelines and policies of Kaar for all other matters.

This Internship letter is not a guarantee for employment, post your internship period. You are requested to meet your department head/HR for the continuation of your internship.

During the period of your internship, you are expected to maintain utmost secrecy regarding the affairs of the company and shall keep confidential any information, instruments, documents, etc., relating to the company that may come to your professional knowledge as an intern of the company.

Kindly sign a duplicate copy of the Letter and return it to us at the earliest as a token of acceptance of this offer.

We welcome you to Kaar and look forward for a mutually rewarding association with you.

For Kaar Technologies, Pvt Ltd.,

R. SIVADHARANI

Authoized Signatory.





**Kaar Technologies India Private Limited**  
Level 8 Shyamala Towers,  
No. 136, Arcot Road,  
Chennai - 600 093, TN, INDIA  
CIN: U72200TN2005PT1087065  
t | +91 (44) 4055 1500  
f | +91 (44) 4055 1512  
e | info@kaaritech.com  
w | www.kaaritech.com

Date: April 14, 2022

Name of the Student: Sivadharan R

Name of the College: Nandha Engineering College

### Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "Trainee" role,

With reference to your participation in the on-campus hire process, and subsequent Interview you had with us, we are happy to extend an Intent to hire letter.

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of 80% in 10<sup>th</sup> Std, 80% in 12<sup>th</sup> Std and 80% in UG / PG score without history or standing arrears. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

You are required to take up internship training program for 1 year subject to the market conditions and on the completion of your final semester examination and you are eligible for a stipend amount Rs. 10,000/- (Rupees Ten Thousand Only) for the first six months from April 01, 2022 to September 30, 2022 & for the second six months from October 01, 2022 to March 31, 2023 it will be Rs. 15,000/- (Rupees Fifteen Thousand Only).

Upon successful completion of Internship program, you will be on probation period for 6 months during this period you will undergo various classroom and On-Job-Training. The Probation confirmation will be on the 7<sup>th</sup> Month, and it will be based on your performance in the continuous assessments during the training period. Your Gross Annual Remuneration is Rs. 800000 (Rupees Eight Lakhs Only). All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of joining.

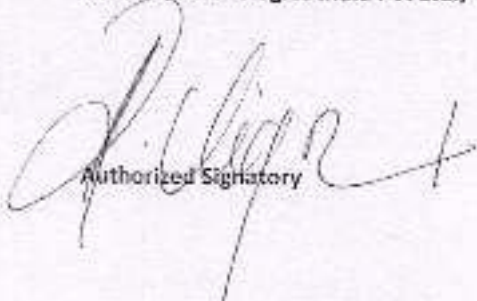
The DOJ is subject to business requirement and market conditions. Your joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization,

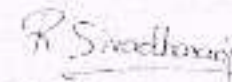
We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

  
Authorized Signatory

I accept the above terms and conditions



Candidate Signature

Date: 03.05.2022

## ANNEXURE

|                             |
|-----------------------------|
| <b>Name:</b> Sivadharani R  |
| <b>Designation:</b> Trainee |
| <b>Band:</b> II-D           |

| Compensation Structure in Rs. | Annual        | Monthly      |
|-------------------------------|---------------|--------------|
| Basic                         | 320000        | 26667        |
| HRA                           | 160000        | 13333        |
| Flexi Benefit Allowance       | 275900        | 22992        |
| <b>Gross Salary</b>           | <b>755900</b> | <b>62992</b> |
| Employer's Contribution to PF | 21600         | 1800         |
| Gratuity                      | 16000         | NA           |
| Medical Insurance             | 6500          | NA           |
| <b>Annual Cost to Company</b> | <b>800000</b> |              |



**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: msivaprakash50@gmail.com <msivaprakash50@gmail.com>

Thu, 13 Oct, 2022 at 1:34 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear sivaprakash,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

- 1. Your designation at the time of joining would be **Associate Professional**.
- 2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxo.com](mailto:DXCIndiaCampusConnect@dxo.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

DXC Technology Company – This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



*Re: Campus Recruitment - Letter of Intent (LOI)*

*Dear SOMNATH,*

*Congratulations!*

*We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:*



08.02.2023

**Mr. SRIJAYAKANTH.K**

**Sub: Offer Letter**

Dear **Mr. SRIJAYAKANTH.K**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to be "S.K.", written in a cursive style.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



09.02.2023

**Ms. Srimathi P**

**Sub: Offer Letter**

**Dear Ms. Srimathi P**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

**Samit Kumar Kapat**  
**Branch Manager-Bangalore**



VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

**Fwd: Mphasis\_Letter of Intent 2023!**

1 message

19CS108 &lt;tamilarasan.19cs108@nandhaengg.org&gt;

Mon, Mar 27, 2023 at 10:45 AM

To: VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

----- Forwarded message -----

From: **Mphasis - Campus Hiring** <campushires@mphasis.com>

Date: Mon, Mar 20, 2023 at 1:53 PM

Subject: Mphasis\_Letter of Intent 2023!

To: tamilarasan.19cs108@nandhaengg.org &lt;tamilarasan.19cs108@nandhaengg.org&gt;

Cc: placement@nandhainstitutions.org &lt;placement@nandhainstitutions.org&gt;

Ref.No- MPHTH\_CD2023-1069

Dear Tamilarasan M,

College Name: **Nandha Engineering College, Erode.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1<sup>st</sup> of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

**Important Note:** It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2023 passing out candidates anytime between July 1, 2023 to May 31, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

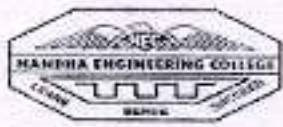
Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to [campushires@mphasis.com](mailto:campushires@mphasis.com).

**Thanks and Regards**

**Mphasis – Campus Team**



VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

**Fwd: Mphasis\_Letter of Intent 2023!**

1 message

19CS108 &lt;tamilarasan.19cs108@nandhaengg.org&gt;

Mon, Mar 27, 2023 at 10:45 AM

To: VINOPARKAVI DURAIRAJ &lt;vinoparkavi.d@nandhaengg.org&gt;

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Cc: placement@nandhainstitutions.org &lt;placement@nandhainstitutions.org&gt;

Ref.No- MPHTH\_CD2023-1069

Dear Tamilarasan M,

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Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1<sup>st</sup> of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis – **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

**Important Note:** It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2022 passing out candidates anytime between June 1, 2022 to April 30, 2023. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to [campushires@mphasis.com](mailto:campushires@mphasis.com).

**Thanks and Regards**

**Mphasis – Campus Team**



Information Transmitted by this Email is Proprietary to Mphasis, its Associated Companies and/or its Customers and is Intended for use only by the Individual or Entity to which it is Addressed, and may contain Information that is Privileged, Confidential or Exempt from Disclosure under Applicable Law. If you are not the Intended Recipient or it appears that this Email has been Forwarded to you without proper Authority, you are Notified that any use or Dissemination of this Information in any manner is Strictly Prohibited. In such cases, please Notify us Immediately at [mailmaster@mphasis.com](mailto:mailmaster@mphasis.com) and delete this Email from your Records.

28<sup>th</sup> June 2022

Vaishnavi K  
B.E Computer Science  
Nandha Engineering College  
Erode.

Email Id: Vaishnavi.19cs100@nandhaengg.org

Dear Vaishnavi K,

Congratulations!

With reference to the interview held on 17<sup>th</sup> June 2022, we are pleased to offer you the position of Technology Engineer ("Offer") at Purpleslate Private Limited ("Company").

#### Salary

Your gross annual compensation will be Rs. 6,00,000 (Rupees Six Lakhs only).

Other benefits include:

- Health Insurance cover for you and your immediate family
- Casual Leave of 12 days with Earned Leave of 12 days per year subject to the applicable laws
- Sick Leave of 10 days per year subject to the applicable laws

#### Internship

You are also eligible for an Internship at the Company during the last semester of your degree program. The date of commencement of the Internship and duration will be communicated to you through email. If your progress during the Internship is not found satisfactory, or if you do not complete the training programs assigned to you, the Internship period may be extended or even terminated during the initial or extended period.

#### Stipend

During the Internship, you are eligible for a monthly stipend of Rs. 10,000 (Rupees Ten Thousand only) to help you meet the Boarding & Lodging needs if you complete your Internship at our Chennai office.

If you work remotely during the Internship, you will be paid a one-time signing bonus of the stipend amount when you join the Company after completing your degree, which will be paid in the first regularly scheduled payroll following the date of your joining, after deducting the relevant taxes.

#### Terms & Conditions

The offer letter is valid subject to you communicating your acceptance within 7 days from the date of this Offer and failure to provide the countersigned offer letter shall entitle the Company to revoke this Offer Letter.

Further, the company reserves the right to revoke the Offer if all the subjects of your degree are not cleared or if you do not complete all the requirements of your internship.

Please note, your date of joining will be communicated to you through email. A detailed contract of employment setting out the terms and conditions of employment and the compensation breakup will be furnished to you at the time of your

2nd Floor, No. 8, Type II, Dr. V.S I Estate,

Raja Gandhi Salai, Thiruvananthapuram, Chennai - 600 091.

people@purpleslate.com

www.purpleslate.com

joining. Your appointment will be governed by the rules and regulations in vogue and those that may be introduced from time to time. Your initial place of posting will be at Chennai.

Please note that the Company may conduct a reference check on you either directly or through an appointed agency about your academics, family background, character, and conduct.

This offer of employment is being made considering the facts and information submitted by you in the Company's application form. The Company reserves the right to revoke the job offer if any of the information furnished leading to your selection is found to be misrepresented, untrue, false or inaccurate.

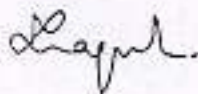
Any deviation on the above will entitle the Company to take decisions deemed fit as and as per the existing company policy, including immediate termination without payment of any severance fee.

You are requested to submit the following documents / certificates at the time of joining.

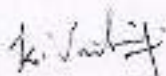
1. One set photocopies of all the required academic & employment certificates
2. Copy of your Aadhar card
3. Two passport size photographs
4. Copy of your PAN card

Please sign the enclosed copy of this letter to indicate your acceptance of this offer or acknowledge via email.

We take immense pleasure in having you onboard and welcome you to the Purpleslate family. Please do not hesitate to call us for any information you may need.



Magesh Mahadevan  
Director



# DXC Technology || DECP FY'23 Hiring || Letter of Intent

Inbox



DXC\_India\_CampusConnect 13/10/2022

to me



Re: Campus Recruitment - Letter of Intent (LOI)

Dear VIGNESH,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

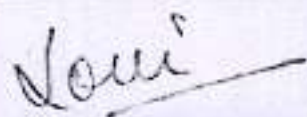
1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.  
DXC Technology Company - This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



465

**Kaar Technologies**  
Level 8 Shyamala Towers,  
No 136, Arcot Road,  
Chennai - 600 053, TN, INDIA  
CIN: U72200TN2008PTC027055  
t : +91 (44) 4035 1500  
f : +91 (44) 4035 1512  
e : info@kaaritech.com  
W : www.kaaritech.com

Date: September 22, 2022

Name of the Student: Vijayaraja D

Name of the College: Nandha Engineering College

### Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "Trainee – SAP Sergeant" role.

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an Intent to hire letter.

The offer letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of 80% in 10<sup>th</sup> Std, 80% in 12<sup>th</sup> Std and 75% in UG / PG score without history or standing arrears. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management training. During this phase they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of Rs 5000/-.

On successful completion of project review and assessments, interns will be eligible to enter second 6 months, and they will undergo project related training and participate in live projects along with the learning stipend of Rs.10000. (Rupees Ten Thousand Only) The above-mentioned stipend is inclusive of Provident Fund as per the statutory act, and interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary. Your salary from 1<sup>st</sup> month of probation will fall under Rs. 650000 (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of joining.

The DOJ is subject to business requirement and market conditions. Your joining batch and the date will be communicated by Human Resource Department separately.

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature  
Date: 08/10/2022  
Date of joining: 21/09/2022

### Compensation Structure Details:

The details of your Compensation Structure are given below:

**Basic:** Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

**HRA:** 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

**Flexi Benefit Allowance (FBA):** The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

**Performance Variable Pay –** Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

**Provident Fund –** Provident fund will be governed as per the statutory act.

**Gratuity –** Gratuity amount shown in the annexure in approximation of your eligibility and final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company Policy.

**Insurance:** – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to Rs. 300000/- per annum. Premium for this is included in CTC.
  - a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to Rs. 400000/- per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
    - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of Rs. 3000000/-

## ANNEXURE

|                      |
|----------------------|
| Name: Vijayaraja D   |
| Designation: Trainee |
| Band: II-D           |

| Compensation Structure in Rs. | Annual | Monthly |
|-------------------------------|--------|---------|
| Basic                         | 260000 | 21667   |
| HRA                           | 130000 | 10833   |
| Flexi Benefit Allowance       | 218900 | 18242   |
| Gross Salary                  | 608900 | 50742   |
| Employer's Contribution to PF | 21600  | 1800    |
| Gratuity                      | 13000  | NA      |
| Medical Insurance             | 6500   | NA      |
| Annual Cost to Company        | 650000 |         |





08.02.2023

**Mr. Vimal M P**

**Sub: Offer Letter**

Dear Mr. Vimal M P

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

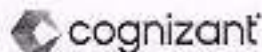
Yours Sincerely,

A handwritten signature in black ink, appearing to read "S.K.", written over a light blue horizontal line.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



## Letter of Intent (LOI)

Superset ID: 3373254

Date: November 25, 2022

Dear Vishnu R,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with spend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/-** per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withdraw or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

**Code of Conduct:** You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from you and within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its associated vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://compus2@cognizant.com/Case/Details>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



Dec-2022

Ms. Ashadevi K.S  
2/178  
M.Kalpatty  
Salem-636453

Dear Ashadevi,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

### **Conflict of interest Guidelines.**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

### **Working Hours**

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

**Leave Eligibility:**

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the Intranet. All these policies are subject to change and you shall abide by the updated policies.

**Health Insurance**

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

**Termination & Recovery**

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months Internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

#### **Non – Competition**

- (a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.
- (b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

#### **Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

#### **Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that

misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company Information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

**Dispute**

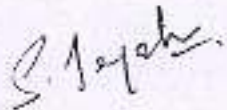
Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 30th Dec 2022.

Sincerely,



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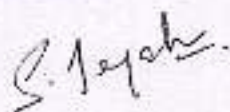
**Jeyasree Sankaran**  
**Human Resources**



| A – Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B – Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| LTA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C- Retirals</b>              |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,

To AVA SOFTWARE Pvt. Ltd.,



Jeyasree Sankaran  
Human Resources

Ashadevi K.S  
Trainee Engineer

16-Mar-2023

Mr. Kavin U  
Nandha Engineering College

Dear Kavin,

**SUB: Our offer for the position of Trainee**

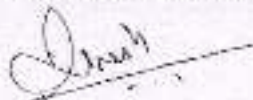
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

**For Aspire Systems (India) Private Limited**



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspresys.com](mailto:dinesh.kumaran@aspresys.com)

I hereby accept the offer.

Signature :  
Name : Kavin U  
Date :

## Annexure 1: Terms and Conditions of Employment

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.
10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.
- If your date of joining is between 1<sup>st</sup> to 15<sup>th</sup> of the month, then your first salary change effective date will be 1<sup>st</sup> to end of the month
  - If your date of joining is between 16<sup>th</sup> to end of the month, then your first salary change effective date will be from 16<sup>th</sup> to 15<sup>th</sup> of the next month
  - Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
| Post Training             | 30,000                   | Salary gets revised to 30,000       |
| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you
12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.
13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.
14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature :

Name : Kavin U

Date:

FCE



LAKSHMI PRECISION TOOLS LIMITED

Date: 06-04-23

Ref: LPT/HR/TRAINEE/ 123

Dear Mr / Ms ABINESH . J

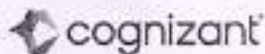
OFFER LETTER

With reference to your application and subsequence interviewers with us on 06-04-23 We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. 16,300 (Rupees sixteen Thousand Three hundred only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur - 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: mktg@lptindia.com Web: www.lptindia.com  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 india





Letter of Intent (LOI)

P. ABIRAMI

Superset ID: 3361143

Date: November 25, 2022

To: Abirami P,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference <https://www.cognizant.com/india/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Pr@log@n>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





LAKSHMI PRECISION TOOLS LIMITED

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 135

Dear Mr / Ms ABISHEK D

OFFER LETTER

With reference to your application and subsequence interviewers with us on 06.04.23 We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. 16,300 (Rupees Sixteen Thousand Three Hundred only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

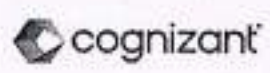
ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
Phone: (+ 91) 422 - 6173500  
Fax: (+ 91) 422 - 2360469  
E-mail: mktg@lptindia.com Web: www.lptindia.com  
Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India



[URGENT] Action required for your application in Cognizant | Letter Of Intent

Cognizant via Superst - neth@calero@real.pmsuperst.com

Thu, 25 Nov 2022, 11:11



Letter of Intent (LOI)

Dear Ajin R,

Greetings from Cognizant!

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.

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent. Once you accept the Letter of Intent you will be taken to the Internship Survey where you will have the option to nominate for internship. Please complete this within the below mentioned deadline.

LOI Acceptance Deadline: Dec 02, 2022 06:00 PM IST

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Go to Offer Page. Or kindly follow the below steps to accept the offer:

1. Log in to your Superst account on [ego.cognizant.com](http://ego.cognizant.com)
2. Go to Job Profiles tab
3. Filter on Offered jobs or search the job profile you received an offer in
4. Click on the job profile name to navigate to job profile details
5. Click on Accept Offer

Important:

- All communications from registration till Letter of Intent (LOI) will be sent to candidate's Superst registered mail address (which is used to login to Superst)
- Upon LOI acceptance, all the Offer to Onboard communication from Cognizant will be sent only to your personal email ID given at the time of registration. Any changes to the email ID done post registration will not be considered

PRINCIPAL  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



DXC Technology || DECP  
FY'23 Hiring || Letter of Intent ★

Inbox



DXC\_India\_Ca... 10/13/2022  
to me v



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Ajmeeri Nasrin Thaslima,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi  
VP-Human Resource

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(Autonomous)  
Erode - 638 052.



## Kaar Technologies

Level 8, Shivamala Tower,  
No. 100, Airport Road,  
Chennai - 600 051, TN, INDIA  
CIN: U72200TN2002PDC026765  
T: +91-44-4063 1302  
F: +91-44-4063 1312  
E: info@kaaritech.com  
W: www.kaaritech.com

Date: September 22, 2022

Name of the Student: Amitkumar Sharma R

Name of the College: Nandha Engineering College

### Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "Trainee – SAP Sergeant" role.

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter**.

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of 80% in 10<sup>th</sup> Std, 80% in 12<sup>th</sup> Std and 75% in UG / PG score without history or standing arrears. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management training. During this phase they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of Rs 5000/-.

On successful completion of project review and assessments, interns will be eligible to enter second 6 months, and they will undergo project related training and participate in live projects along with the learning stipend of Rs.10000 (Rupees-Ten Thousand Only) The above-mentioned stipend is inclusive of Provident Fund as per the statutory act, and interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary. Your salary from 1<sup>st</sup> month of probation will fall under Rs. 650000 (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOI is subject to business requirement and market conditions. Your joining batch and the date will be communicated by Human Resource Department separately


You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Kaar Technologies India Pvt Ltd.,

I accept the above terms and conditions.

Authorized Signatory.

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

  
Candidate Signature

Date: September 22, 2022

Date of Joining: September 22, 2022

### Compensation Structure Details:

The details of your Compensation Structure are given below:

**Basic-** Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

**HRA-** 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

**Flexi Benefit Allowance (FBA)-** The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

**Performance Variable Pay –** Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

**Provident Fund –** Provident fund will be governed as per the statutory act.

**Gratuity –** Gratuity amount shown in the annexure in approximation of your eligibility and final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company Policy.

**Insurance:** – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to Rs. 300000/- per annum. Premium for this is included in CTC.
  - a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate insurance plan up to Rs. 400000/- per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claims, as under:
    - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
    - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of Rs. 3000000/-

## ANNEXURE

|                          |
|--------------------------|
| Name: Amitkumar Sharma R |
| Designation: Trainee     |
| Band: II-D               |

| Compensation Structure in Rs. | Annual | Monthly |
|-------------------------------|--------|---------|
| Basic                         | 250000 | 21667   |
| HRA                           | 130000 | 10833   |
| Flexi Benefit Allowance       | 218900 | 18242   |
| Gross Salary                  | 608900 | 50742   |
| Employer's Contribution to PF | 21600  | 1800    |
| Gratuity                      | 13000  | NA      |
| Medical Insurance             | 6500   | NA      |
| Annual Cost to Company        | 650000 |         |



Compose

26 of 1,513

Inbox 108

Starred

Snoozed

Sent

Drafts 7

More

NEFT Transaction Inbox x

neftinfo.itps@alerts.sbi.co.in

to me

Mon, Nov 21, 3:51 AM



Dear Customer,

Thank you for banking with State Bank of India.

Your account has been credited for NEFT received as per the details given below

Credited to Your A/c: XX5011

Amount: INR 6,667.00

UTR No.: ICMS221117002YUQ

Date: 17/11/2022

Sent by: KAAR TECHNOLOGIES INDIA PVT LTD

Sender Bank IFSC: IBKL0000380

This is an auto generated mail. Please do not reply to this message or on this email address.  
For any query, please contact our toll-free numbers 1800-1234, 1800-2100 & 1800-112211.

Do not disclose any confidential information such as Username, Password, OTP etc. to anyone.

Sincerely,  
SBI NEFT Team

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



Rathana Sabhapathy &lt;rathanamgrs@gmail.com&gt;

## Fwd: Kaar Technologies - Final Selection Details - BE 2023 Batch (SAP Role) - Nandha Educational Institution

Placement Nandha Educational Institution &lt;placement@nandhainstitutions.org&gt;

Sat, Aug 27, 2022 at 7:29 AM

To: vino parkavi <vinoparkavidurai@gmail.com>, Rathana Sabhapathy <rathanamgrs@gmail.com>, indu87@nandhaengg.org, PRABHAKARAN DEIVASIGAMANI <Prabhakaran@nandhaengg.org>, AJMAL MAHASIN <sakr1ajmal@gmail.com>, hodmca@nandhaengg.org, suvainkk@nandhaengg.org, Madura Sathish <madura@nandhaengg.org>, Thiru venkat <samys.com@gmail.com>, shibiphilip@nandhaengg.org

Greetings from Kaar Technologies!

It's been a great experience managing the campus hiring process virtually with your esteemed institution for BE 2023 Batch.

Please find below final selection details and it is mandatory for the selected candidates to take 1 year Internship with us, else the offer will become void.

| Sl. No. | Candidate Name       | Position            | CTC     |
|---------|----------------------|---------------------|---------|
| 1       | Amilkumar Sharma R   | Tech Sergeant (SAP) | 6.5 LPA |
| 2       | Gunaa Sri D          | Tech Sergeant (SAP) | 6.5 LPA |
| 3       | Harshath M           | Tech Sergeant (SAP) | 6.5 LPA |
| 4       | Sriranjani Badrinath | Tech Sergeant (SAP) | 6.5 LPA |
| 5       | Sukesh S             | Tech Sergeant (SAP) | 6.5 LPA |
| 6       | Vijayaraja D         | Tech Sergeant (SAP) | 6.5 LPA |

**Important:**

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode 638 052

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management Training. During this phase, they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of 5,000 INR.

On successful completion of project review and assessments, the interns will be eligible to enter second 6 months, and they will undergo project related trainings and participate in live projects along with the learning stipend of 10,000 INR.

Interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary.

**Documentation Process:**

In order to release the letters requesting you to please share the below list of documents in PDF Format in the below given order (merge and send it as a single PDF document) to release the letters

- X Std Marksheet
- XII Std Marksheet
- UG Semester Marksheets (available till date)
- Training's/Certificates (Sports, Events, Music, Symposium, etc.,)
- PAN Card
- Aadhar Card





COIMBATORE - NERALE - ANDHERA ROAD - JINDAL

07 Mar, 2023

EMP No: AID004914

NAME - HANUPRIYA

Employment offer

With reference to your application and recent interview with **AGTRS IDART PRIVATE LIMITED**

We are pleased to offer you the following:

|           |                 |
|-----------|-----------------|
| JOB TITLE | QUALITY ANALYST |
| CATEGORY  | SCALE 1         |
| GRADE     | A               |

- Probation period - 3 Months (90 Days)
- After completion of probation period your salary package will be fixed per annum - 2.25,00,000/-

The detailed break-up of your compensation and other terms and conditions of your employment are enclosed.

You will be based at **COIMBATORE HO**

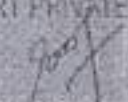
We look forward to having you on board by **07 Mar, 2023**.

We are an equal opportunity employer and advancement of employees of the company is a function of their abilities and performances. We place a lot of emphasis on ethical business conduct and believe that development of employees is a shared responsibility. We provide the means for employees to enhance their capabilities and knowledge and employees are expected to optimally utilize these opportunities.

We look forward to having you on board and can promise you an exciting career ahead.

Yours sincerely,

For  
**AGTRS IDART PRIVATE LIMITED**  
For AGTRS IDART PRIVATE LIMITED

  
HR MANAGER (COIMBATORE HO)

HR Manager - Regular scope

  
**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode 638 052.**





## Employment offer

### Terms and conditions

- Your initial place of work will be anywhere in Tamil Nadu. However, your service of transferable and can be transferred, seconded are deputed by the company to
  - ANY operation in India or abroad under the company of the ownership of AGTRS IDART PVT LTD, including any joint venture in which AGTRS IDART PVT LTD is a participant
 You will report to the Manager operations - Regular scope, or to such person nominated by the AGTRS IDART PRIVATE LIMITED Management
- You will be on probation period of minimum 3 months from the date commenced works but if the company work, but if the company is not satisfied with your work and conduct as per the applicable policies, your service shall liable to be terminated without notice at any time during the probation period. Your probation period may be extended for further period as deem fit by the company it is sole discretion. After completion of the probation period, you shall be deemed to have been confirmed in the service of the company unless you receive any communication in writing to the contrary. During the probation period, should you wish to terminate your service, you may do so by giving 7 days advance notice in writing and you want to pay a sum of 1832Rs/- including of GST for the purpose of Branch activation, uniforms, ID Cards and training charges.
- After confirmation the company may terminated your employment by giving one week advance notice in writing or payment of 7 days salary in lieu thereof at the sole discretion of the company. You may choose to resign from the company at any time after confirmation of service with on few weeks advance notice in writing or payment of 7 days salary in lieu thereof. The company may at, at its sole description, dispense with notice period of one week subject to recovery of one month salary. In case any disciplinary proceedings are either contemplated are pending against you, the company will have the right not to accept your resignation. Your resignation will become effective and final only after the acceptance there of is communicated to you in writing. Resignation once accepted by the company cannot unilaterally withdrawn by you. You also liable to terminated without any notice are payment of salary in lieu thereof, if you are found guilty of gross misconduct or any other act or omission resulting in disciplinary proceeding as per the applicable policies of the company.
- If you remain absent for three consecutive days without your managers approval or any authorization, the company will serve you notice at your last known address calling upon you to report for duty immediately if you continue to remain absent without any communication or information to the company after 48 hours from the date of issuance of written notice or fail to furnish satisfactory explanation of your absence you shall be deemed to have abandoned your service and your services shall be terminated forthwith without any further notice. Loss of pay, per day calculated in your gross salary as 900 and 1,100 Rs for scale 1, 1400 Rs for scale 2, 1000 Rs for scale 3 and 4. No loss of pay for executive grade staffs.

**HDFC BANK**  
We understand your world

MR S K ARUN  
18/730 KA DAL NAGAR  
SENAPATI HPALAYAM TIRUPPUR

TIRUPPUR 68111  
TAMIL NADU INDIA  
JOINT HOLDERS

Account Branch Address ANNA NAGAR 3RD AVENUE  
GANGWAL MANSION J-14,  
3RD AVENUE  
ANNA NAGAR  
City CHENNAI 600102  
State TAMIL NADU  
Phone no 18002026161  
OD Limit 0.00  
Currency INR  
Email SKSKARUN@GMAIL.COM  
Cust ID 196990960  
Account No 50100524605839 OTHER  
A/C Open Date 01/07/2022  
Account Status Regular  
RTGS/NEFT IFSC HDFC0000687 MICR 600240029  
Branch Code 687 Product Code 161

Nomination: Registered

## Statement of account

From : 01/04/2022

To : 08/12/2022

| Date     | Description   | Account No       | Debit    | Credit   | Balance  |
|----------|---|------------------|----------|----------|----------|
| 10/10/22 | UPI-AMAZON-AMAZON@YAPL-YES80APLUPI-228391520148-REQUEST FROM AMAZO                              | 0000228391520148 | 23.00    |          | 6,696.1  |
| 14/10/22 | NWD-435584XXXXXX3475-TMB16106-CHENNAI   | 0000228709362300 | 1,400.00 |          | 5,296.1  |
| 15/10/22 | UPI-DINESH S-DINESHSM10@OKAXIS-CNRB0000033-228873839894-UPI                                     | 0000228873839894 | 1,000.00 |          | 4,296.1  |
| 18/10/22 | UPI-DINESH S-DINESHSM10@OKAXIS-CNRB0000033-229195658224-UPI                                     | 0000229195658224 |          | 1,000.00 | 5,296.1  |
| 18/10/22 | POS 435584XXXXXX3475 SITCO  | 0000000000004016 | 1,550.00 |          | 3,746.1  |
| 18/10/22 | UPI-GOWTHAM MADESHWARAN-GOWTHAMSURYABIOM ED123@OKHDFCBANK-HDFC0000687-22916520649 S-UPI         | 0000229165206495 | 100.00   |          | 3,646.1  |
| 22/10/22 | UPI-BUBESH KR-BUBESHCHML@OKHDFCBANK-KVBL 0001641-229540326287-ARUN S K                          | 0000229540326287 | 350.00   |          | 3,296.1  |
| 22/10/22 | UPI-GOWTHAM MADESHWARAN-GOWTHAMSURYABIOM ED123@OKHDFCBANK-HDFC0000687-22954036443 0-TAKE IT UHH | 0000229540364430 |          | 105.00   | 3,401.1  |
| 27/10/22 | UPI-REDBUSIN-REDBUS.PAYU@AXISBANK-UTIB00 00000-230061929221-UPI                                 | 0000230061929221 | 192.70   |          | 3,208.4  |
| 28/10/22 | UPI-REDBUSIN-REDBUS.PAYU@AXISBANK-UTIB00 00000-230177420814-UPI                                 | 0000230177420814 | 202.70   |          | 3,005.7  |
| 29/10/22 | UPI-SETC TN LTD-TSTCL.BD@ICICI-ICIC0DC00 99-230244104312-COLLECT-PAY-REQUES                     | 0000230244104312 | 450.00   |          | 2,555.7  |
| 29/10/22 | UPI-SETC TN LTD-TSTCL.BD@ICICI-ICIC0DC00 99-230244235789-COLLECT-PAY-REQUES                     | 0000230244235789 | 450.00   |          | 2,105.7  |
| 31/10/22 | UPI-GOOGLEPAY-GOOG-PAYMENT@OKAXIS-UTIB00 00553-230428467885-UPI                                 | 0000230428467885 |          | 3.00     | 2,108.7  |
| 31/10/22 | FT- SALARY - OCT 2022-50200065259869 - B 13 TECHNOLOGIES INDIA PVT LTD -                        | 0000000274505716 |          | 9,990.00 | 12,108.7 |
| 01/11/22 | UPI-BILLDISKTEZ-BILLDISK.PREPAID-MOBILE@  | 0000230546171164 | 719.00   |          | 11,389.7 |

## HDFC BANK LIMITED

\*Closing balance includes funds earmarked for hold and uncleared funds

Contents of this statement will be considered correct if no error is reported within 30 days of receipt of statement. The address on this statement is that on record with the Bank as at the day of requesting the statement.

State account branch GSTIN:33AAACH1202H1Z7

HDFC Bank GSTIN number details are available at <https://www.hdfcbank.com/personal/banking-payments/utility-tax-payment/goods-and-service-tax>

Registered Office Address: HDFC Bank House, Senapati Bapat Marg, Lower Panel, Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, Mumbai - 400 032



MR S K ARUN  
18730 KATRAL NAGAR  
SENAPATI BALAYAM TIRUPPUR

TIRUPPUR-68111  
TAMIL NADU INDIA

JOINT HOLDERS :

Nomination : Registered

Account Branch Address : ANNA NAGAR 3RD AVENUE  
GANGWAL MANSION J-14,  
3RD AVENUE  
ANNA NAGAR  
City : CHENNAI 600102  
State : TAMIL NADU  
Phone no : 18002026161  
OD Limit : 0.00  
Currency : INR  
Email : SKSKARUN@GMAIL.COM  
Cust ID : 198990960  
Account No : 50100524605839 OTHER  
A/C Open Date : 01/07/2022  
Account Status : Regular  
RTGS/NEFT IFSC : HDFC000687 MICR : 600240029  
Branch Code : 687 Product Code : 161

From : 01/04/2022

To : 08/12/2022

### Statement of account

|          |   |                  |          |          |          |           |
|----------|---|------------------|----------|----------|----------|-----------|
| 01/11/22 | ICICI-ICIC00DC0099-230546171164-UPI   | 0000000000009320 | 01/11/22 | - 900.00 |          | 10,480.00 |
| 02/11/22 | ATW-435584XXXXXX3475-CHCHN036-CHENNAI   | 0000230682162306 | 02/11/22 | 250.00   |          | 10,230.00 |
| 03/11/22 | UPI-KARTHIK RAJA J-KARTHIKDON1358168-1@O<br>KAXIS-LIBIN0557889-230682162306-UPI                     | 0000230797452558 | 03/11/22 | 3,800.00 |          | 6,430.00  |
| 03/11/22 | UPI-S AMUTHA VASUKI-AASHIKA AV@OKICICI-HO<br>B40002812-230797452558-ARUN S K                        | 0000230797479231 | 03/11/22 | 30.00    |          | 6,400.00  |
| 03/11/22 | UPI-EURONETGPAY-EURONETGPAY.PAY@ICICI-IC<br>ICIC0099-230797479231-UPI                               | 0000230718104629 | 03/11/22 | 300.00   |          | 6,100.00  |
| 03/11/22 | UPI-DINESH S-DINESHSM10@OKAXIS-CNRB00000<br>33-230718104629-UPI                                     | 0000231209616407 | 08/11/22 | 900.00   |          | 5,200.00  |
| 08/11/22 | NWD-435584XXXXXX3475-TMB16106-CHENNAI   | 0000231498220726 | 10/11/22 | 350.00   |          | 4,850.00  |
| 10/11/22 | UPI-MR S HAMEED ABBAS-AMZN0003952303@APL<br>-IDLB000A090-231498220726-APA YMERCHANT                 | 0000231833315731 | 14/11/22 |          | 300.00   | 5,150.00  |
| 14/11/22 | UPI-DINESH S-DINESHSM10@OKAXIS-CNRB00000<br>33-231833315731-UPI                                     | 0000231894133324 | 14/11/22 |          | 2,125.00 | 7,275.00  |
| 14/11/22 | UPI-SNEHA D-SNEHADEVACUMAR2003@OKSBI-CN<br>RB0000033-231894133324-UPI                               | 0000231815229606 | 14/11/22 | 2,125.00 |          | 5,150.00  |
| 14/11/22 | UPI-VELLALAR EDUCATIONAL-PORTAL VELLALAR<br>.PAYU@INDUS-INDB0002201-231815229606-UPI<br>TRANSACTION | 0000231999735301 | 15/11/22 |          | 8,970.00 | 14,120.00 |
| 15/11/22 | UPI-SNEHA D-SNEHADEVACUMAR2003@OKSBI-CN<br>RB0000033-231999735301-UPI                               | 0000231915289162 | 15/11/22 | 8,970.00 |          | 5,150.00  |
| 15/11/22 | UPI-VELLALAR EDUCATIONAL-PORTAL VELLALAR<br>.PAYU@INDUS-INDB0002201-231915289162-UPI<br>TRANSACTION | 0000232157039228 | 17/11/22 | 532.70   |          | 4,617.00  |
| 17/11/22 | UPI-IBIBO GROUP-REDBUS.PAYU@HDFCBANK-HDFC<br>0000499-232157039228-UPI                               | 0000232209000300 | 18/11/22 | 900.00   |          | 3,717.00  |
| 18/11/22 | NWD-435584XXXXXX3475-TNSC0401-CHENNAI   | 0000232434188470 | 20/11/22 | 1,050.00 |          | 2,667.00  |
| 20/11/22 | UPI-TWINKLE<br>COMPUTERS-BALAMAGESVKL-2@OKA<br>XIS-UTIB0001207-232434188470-UPI                     | 0000232680063810 | 22/11/22 |          | 370.00   | 3,037.00  |
| 22/11/22 | UPI-M   |                  |          |          |          |           |

#### HDFC BANK LIMITED

\*Closing balance includes funds earmarked for hold and uncleared funds

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this statement

State account branch GSTIN:33AAACH2702H1Z7

HDFC Bank GSTIN number details are available at <https://www.hdfcbank.com/personal/making-payments/online-tax-payment/goods-and-service-tax>

Registered Office: Axis Tower, 2nd Floor, Senapati Bapat Marg, Lower Park, Mumbai 400013



We understand your world

MR. S. KARUN  
18/730 KANAL NAGAR  
SENAPATHIPALAYAM TIRUPPUR

TIRUPPUR 613811  
TAMIL NADU INDIA

JOINT HOLDERS:

Nomination: Registered

Account Branch Address ANNA NAGAR 3RD AVENUE  
GANGWAL MANSION J-14,  
3RD AVENUE  
ANNA NAGAR  
City CHENNAI 600102  
State TAMIL NADU  
Phone no 18002026161  
OD Limit 0.00  
Currency INR  
Email SKSKARUN@GMAIL.COM  
Cust ID 196990960  
Account No 50100524605839 OTHER  
A/C Open Date 01/07/2022  
Account Status Regular  
RTGS/NEFT IFSC HDFC0000687 MICR 600240029  
Branch Code 687 Product Code 161

From : 01/09/2022

To : 08/12/2022

## Statement of account

| Date     | Description  | Debit            | Credit | Balance   |
|----------|--|------------------|--------|-----------|
|          | NARMATHA-NARMATHACSE2016@OKHDFCBA<br>NK-SBIN0011057-232680063810-UPI               |                  |        |           |
| 22/11/22 | UPI-PAVITHRAN LAKSHMANAN-PAVIARUN321-1@O<br>KDFC BANK-HDFC0000687-232684292503-UPI | 0000232684292503 |        | 180.00    |
| 22/11/22 |  |                  |        | 3,217.00  |
| 30/11/22 | FT- SALARY - NOV 2022-50200065259869 - B<br>D TECHNOLOGIES INDIA PVT LTD -         | 0000000287044676 |        | 9,324.00  |
| 30/11/22 |  |                  |        | 12,541.00 |
| 01/12/22 | UPI-S AMUTHA VASUKI-AASHIKAAY@OKICICI-0<br>BA0002812-233589182097-ARUN S K         | 0000233589182097 |        | 3,800.00  |
| 01/12/22 |  |                  |        | 8,741.00  |
| 03/12/22 | NWD-435584XXXXX3475-00800021-CHENNAI   | 0000233714005751 |        | 900.00    |
| 03/12/22 |  |                  |        | 7,841.00  |
| 05/12/22 | UPI-DINESH S-DINESHSM10@OKAXIS-CNRB00000<br>33-233982768716-SK                     | 0000233982768716 |        | 62.00     |
| 05/12/22 |  |                  |        | 7,779.00  |
| 05/12/22 | UPI-REDBUSIN-REDBUS.PAYU@AXISBANK-UTIB00<br>0000-233987862699-UPI                  | 0000233987862699 |        | 312.70    |
| 05/12/22 |  |                  |        | 7,466.30  |
| 06/12/22 | UPI-REDBUSIN-REDBUS.PAYU@AXISBANK-UTIB00<br>0000-234005786698-UPI                  | 0000234005786698 |        | 862.70    |
| 06/12/22 |  |                  |        | 6,604.00  |
| 07/12/22 | UPI-REDBUSIN-REDBUS.PAYU@AXISBANK-UTIB00<br>0000-234147263364-UPI                  | 0000234147263364 |        | 577.70    |
| 07/12/22 |  |                  |        | 6,026.30  |

## STATEMENT SUMMARY :-

Opening Balance  
0.00Dr Count  
51Cr Count  
20Debits  
55,952.20Credits  
61,978.60Closing Bal  
6,026.40

Generated On: 09-Dec-2022 09:24

Generated By:  
196990960

Requesting Branch Code: NET

This is a computer generated statement and does not require signature.

## HDFC BANK LIMITED

\*Closing balance includes funds earmarked for hold and uncleared funds

Contents of this statement will be considered correct if no error is reported within 30 days of receipt of statement. The address on this statement is that on record with the Bank as at the day of requesting this statement.

State account branch GSTIN: JAAAACH2702H1Z7

HDFC Bank GSTIN number details are available at <https://www.hdfcbank.com/personal/making-payments/online-tax-payments/goods-and-service-tax>.

Registered Office Address: HDFC Bank House, Senapati Bazar Marg, Lower Park, Mumbai 400013



MR. S K ARUN  
18/730 KADAL NAGAR  
SENAPATI PALAYAM TIRUPPUR  
  
TIRUPPUR 68111  
TAMIL NADU INDIA  
  
JOINT HOLDERS

Nomination: Registered

Account Branch : ANNA NAGAR 3RD AVENUE  
Address : GANGWAL MANSION J-14,  
3RD AVENUE  
ANNA NAGAR  
City : CHENNAI 600102  
State : TAMIL NADU  
Phone no : 18002026161  
OD Limit : 0.00  
Currency : INR  
Email : SKSKARUN@GMAIL.COM  
Cust ID : 196990980  
Account No : 50100524605839 OTHER  
A/C Open Date : 01/07/2022  
Account Status : Regular  
RTGS/NEFT IFSC : HDFC0000687 MICR : 600240029  
Branch Code : 087 Product Code : 161

From : 01/04/2022

To : 08/12/2022

## Statement of account

| Date     | Narration  | Chq./Ref.No.     | Value Dt | Withdrawal Amt. | Deposit Amt. | Closing Balance |
|----------|--|------------------|----------|-----------------|--------------|-----------------|
| 01/07/22 | FT- SALARY INTERN-50200020302693 - AALAM<br>INFO SOLUTIONS LLP -                                 | 0000000228141970 | 01/07/22 |                 | 1,333.00     | 1,333.00        |
| 03/07/22 | UPI-KODISHWARAN N-NKODISHWARAN@OKICICI-C<br>NRB0000000-218439057056-CHECKING                     | 0000218439057056 | 03/07/22 | 10.00           |              | 1,323.00        |
| 08/07/22 | UPI-GOWTHAM<br>MADESHWARAN-GOWTHAMSURYABIOM<br>EDI23@OKHDFCBANK-HDFC0000687-21894483131<br>6-UPI | 0000218944831316 | 08/07/22 |                 | 630.00       | 1,953.00        |
| 08/07/22 | UPI-PAVITHRAN LAKSHMANAN-PAVIARUN221-1@O<br>KHDFCBANK-HDFC0000687-218944875140-UPI               | 0000218944875140 | 08/07/22 |                 | 630.00       | 2,583.00        |
| 08/07/22 | UPI-S AMUTHA VASUKI-AASHIKAAV@OKICICI-IO<br>BA0002812-218944943819-UPI                           | 0000218944943819 | 08/07/22 | 1,890.00        |              | 693.00          |
| 20/07/22 | UPI-GOWTHAM<br>MADESHWARAN-GOWTHAMSURYABIOM<br>EDI23@OKHDFCBANK-HDFC0000687-22018167991<br>8-SK  | 0000220181679918 | 20/07/22 | 290.00          |              | 403.00          |
| 30/07/22 | SALARY BI3 TECHNOLOGIES INDIA PVT LTD  | 000000000290117  | 30/07/22 |                 | 9,668.00     | 10,071.00       |
| 04/08/22 | ATW-435584XXXXXX3475-S1AWCB18-EROOE  | 000000000001509  | 04/08/22 | 1,000.00        |              | 9,071.00        |
| 08/08/22 | UPI-S AMUTHA VASUKI-AASHIKAAV@OKICICI-IO<br>BA0002812-222075908780-ARUN S K                      | 0000222075908780 | 08/08/22 | 3,800.00        |              | 5,271.00        |
| 14/08/22 | NWD-435584XXXXXX3475-03303003-CHENNAI  | 0000222615014343 | 14/08/22 | 1,000.00        |              | 4,271.00        |
| 19/08/22 | UPI-SANDHIYA-SANDHIYABIOMED@OKSBI-KVBL00<br>01252-223196544085-SK                                | 0000223196544085 | 19/08/22 | 175.00          |              | 4,096.00        |
| 25/08/22 | ATW-435584XXXXXX3475-S1ANC196-CHENNAI  | 000000000004874  | 25/08/22 | 800.00          |              | 3,296.00        |
| 30/08/22 | SALARY BI3 TECHNOLOGIES INDIA PVT LTD  | 000000000199015  | 30/08/22 |                 | 7,734.60     | 11,030.60       |
| 01/09/22 | UPI-S AMUTHA VASUKI-AASHIKAAV@OKICICI-IO<br>BA0002812-224481681311-ARUN S K                      | 0000224481681311 | 01/09/22 | 3,800.00        |              | 7,230.60        |
| 02/09/22 | NWD-435584XXXXXX3475-IOBDS120-CHENNAI  | 0000224510251558 | 02/09/22 | 1,000.00        |              | 6,230.60        |
| 04/09/22 | UPI-EURONETGPAY-EURONETGPAY.PAY@ICICI-IC<br>IC0DC0099-224742013269-UPI                           | 0000224742013269 | 04/09/22 | 30.00           |              | 6,200.60        |

## HDFC BANK LIMITED

\*Closing balance includes funds earmarked for hold and uncleared funds

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State account branch GSTIN:33AAACH2702H127

HDFC Bank GSTIN number details are available at <https://www.hdfcbank.com/personal/tracking-payments/online-tax-payment/goods-and-service-tax>.

Registered Office Address: HDFC Bank House, Senapati Bapat Marg, Lower Park, Mumbai 400013



We understand your world

MR S K A BIN  
18730 KADAL NAGAR  
SENAPATHI PALAYAM TERUPPUR

TIRUPPUR 634111  
TAMIL NADU INDIA

JOINT HOLDERS

Account Branch : ANNA NAGAR 3RD AVENUE  
Address : GANGWAL MANSION J-14,  
3RD AVENUE  
ANNA NAGAR  
CHENNAI 600102  
City : CHENNAI 600102  
State : TAMIL NADU  
Phone no : 18002026161  
OD Limit : 0.00  
Currency : INR  
Email : SKSKARUN@GMAIL.COM  
Cust ID : 196990960  
Account No : 50100524605839 OTHER  
A/C Open Date : 01/07/2022  
Account Status : Regular  
RTGS/NEFT IPSC : HDFC0000687 MCR : 600240029  
Branch Code : 687 Product Code : 161

Nomination : Registered

From : 01/04/2022

To : 08/12/2022

## Statement of account

|          |  |                  |          |          |          |           |
|----------|--|------------------|----------|----------|----------|-----------|
| 14/09/22 | A TW-435584XXXXXX3475-S1ANCI06-CHENNAI   | 000000000007387  | 14/09/22 | 1,500.00 |          | 4,700.00  |
| 17/09/22 | UPI-KAVINKUMAR<br>P-KAVINKUMAR2020BOSS@OKAX<br>IS-KVBL0001296-226044222948-SK                        | 0000226044222948 | 17/09/22 | 1,000.00 |          | 3,700.00  |
| 18/09/22 | UPI-GOOGLEPAY-GOOG-PAYMENT@OKAXIS-UTIB00<br>00553-226119001004-REWARDED FOR ACTIV                    | 0000226119001004 | 18/09/22 |          | 6.00     | 3,706.00  |
| 24/09/22 | UPI-AMAZON-AMAZON@YAPL-YESB0APLUPI-22671<br>3879429-REQUEST FROM AMAZO                               | 0000226713879429 | 24/09/22 | 150.00   |          | 3,556.00  |
| 24/09/22 | UPI-AMAZON PAY-AMAZONUPI@APL-UTIB0000100<br>-226732510612-REQUEST FROM AMAZO                         | 0000226732510612 | 24/09/22 | 300.00   |          | 3,256.00  |
| 28/09/22 | UPI-ASWIN N-ASWIN84222-1@OKHDFCBANK-HDFC<br>0000687-227188313548-UPI                                 | 0000227188313548 | 28/09/22 | 1.00     |          | 3,255.00  |
| 28/09/22 | UPI-AMAZON SELLER SERVIC-AMAZONSELLERSER<br>VICES 98397377@HDFCBANK-HDFC0000499-2271<br>99820110-UPI | 0000227199820110 | 28/09/22 | 139.00   |          | 3,116.00  |
| 30/09/22 | NWD-435584XXXXXX3475-TMB10106-CHENNAI  | 0000227319421182 | 30/09/22 | 1,500.00 |          | 1,616.00  |
| 30/09/22 | A2AINT01-BI3 TECHNOLOGIES INDIA PVT LTD-<br>SALARY-SALARY SEP 22                                     | 0000000261535241 | 30/09/22 |          | 9,324.00 | 10,940.00 |
| 01/10/22 | CREDIT INTEREST CAPITALISED  | 000000000000000  | 30/09/22 |          | 31.00    | 10,971.00 |
| 01/10/22 | UPI-S AMUTHA VASUKI-AASHIKAAV@OKICICI-40<br>BA0002812-227462579730-ARUN S K                          | 0000227462579730 | 01/10/22 | 3,800.00 |          | 4,171.00  |
| 03/10/22 | UPI-MR K SAKTHIVEL-SAKTHIVELKAMAL12@OKIC<br>ICI-IDB000M106-227699270588-SK AND PAVI<br>THRAN         | 0000227699270588 | 03/10/22 | 464.00   |          | 6,707.00  |
| 03/10/22 | UPI-PAVITHRAN LAKSHMANAN-PAVIARUN321-1@O<br>KHDFCBANK-HDFC0000687-227610885670-UPI                   | 0000227610885670 | 03/10/22 |          | 232.00   | 6,939.00  |
| 09/10/22 | UPI-AMAZON-AMAZON@YAPL-YESB0APLUPI-22821<br>9680940-REQUEST FROM AMAZO                               | 0000228219680940 | 09/10/22 | 220.00   |          | 6,719.00  |
| 09/10/22 | UPI-AMAZON-AMAZON@YAPL-YESB0APLUPI-22821<br>3703068-REQUEST FROM AMAZO                               | 0000228213703068 | 09/10/22 | 23.00    |          | 6,696.00  |
| 10/10/22 | UPI-AMAZON INDIA-AMAZON.REFUNDS@YAPL-YES<br>B0APLUPI-228312825969-REFUND FOR YOUR AM                 | 0000228312825969 | 10/10/22 |          | 23.00    | 6,719.00  |

## HDFC BANK LIMITED

\*Closing balance includes funds earmarked for hold and increased funds  
Contents of this statement will be considered correct if no error is reported within 30 days of receipt of statement. The address on this statement is that on record with the Bank as at the day of requesting this statement.

State account for GSTIN: 33AAACH1702H1Z7  
HDFC Bank GSTIN number details are available at <https://www.hdfcbank.com/personal/making-payments/online-tax-payment/goods-and-service-tax>.  
Registered Office Address: HDFC Bank House, Senapati Bapat Marg, Lower Parel, Mumbai 400013



Dear Arun S K,

Congratulations!

We are pleased to offer you the full time position of "Intern" with a Stipend of 10,000/Month inclusion of TDS based on the outcome of the interviews that you have attended with us. We trust that your knowledge, skills and experience will be amongst our most valuable assets and we are all excited about the potential that you would bring to our company.

On successful and satisfactory completion of your internship period, you will be confirmed as an employee of the company depending on your performance.

\*\* TDS applicable as per Govt. Norms

You will be issued the offer letter on your Date of Joining. You are requested to join us on 27<sup>th</sup> June 2022.

If you choose to accept this offer, please sign, scan, and email the letter to [hr@aalamsoft.com](mailto:hr@aalamsoft.com) on or before 15<sup>th</sup> June 2022 and revert back to us in case of any queries.

You are requested to report to the below address on the date of joining at 9,30am.

Address :No.75, II Floor, M Block, III Avenue, Anna Nagar East, Chennai 600 102, India.

You are requested to submit the following documents through mail on joining formalities (if applicable):

\*3 colored passport size photographs

\*Medical Fitness certificate

Address proof: Photocopies of any three of the following (2 copies)

- Passport
- Election id card
- Aadhar Card (Mandatory)
- Driving license
- Pan card (Mandatory)

Originals and Photocopies of your educational certificates:

- 10th mark sheet
- 12th mark sheet
- Degree marks sheet (All year semester marks sheets, consolidated mark sheet, degree certificate)

Photocopies of your other course experience certificates:

Email ids and phone numbers of at least 2 references. Reference email id and phone number – a must from your Training institution and College.


If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, your services with the company will be liable for termination.

We are all looking forward to having you on our team.

Best regards,

Anitha M

Sr HR Executive

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



Dear Arun S K,

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If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, your services with the company will be liable for termination.

We are all looking forward to having you on our team.

Best regards,

Anitha M

Sr HR Executive

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





To,

Name : Arun U T

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Arun U T,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

  
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(Autonomous)  
Erode 638 052.

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"

U. T. Arora



16-Mar-2023

Mr. Arun U T  
Nandha Engineering College

Dear Arun,

**SUB: Our offer for the position of Trainee**

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be Rs.15,000 per month which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to Rs.3.80 Lakhs Per Annum that includes a one-time joining bonus of Rs.20,000 which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited

Dinesh Kumar T.K.  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature : U.T. Arun  
Name : Arun U T  
Date : 18.03.2023

**Annexure 1: Terms and Conditions of Employment**

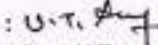
1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.
10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.
- If your date of joining is between 1<sup>st</sup> to 15<sup>th</sup> of the month, then your first salary change effective date will be 1<sup>st</sup> to end of the month
  - If your date of joining is between 16<sup>th</sup> to end of the month, then your first salary change effective date will be from 16<sup>th</sup> to 15<sup>th</sup> of the next month
  - Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
| Post Training             | 30,000                   | Salary gets revised to 30,000       |
| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Mediclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you
12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.
13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.
14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature :   
 Name : Arun U T

Date: 18.03.2023

## Annexure: Compensation and Benefits Plan (Interim)

| Description                       | Monthly       | Annualised     |
|-----------------------------------|---------------|----------------|
| <b>Salary Components (A)</b>      |               |                |
| Basic                             | 10,500        | 126,000        |
| House Rental Allowance            | 5,250         | 63,000         |
| Bonus                             | 1,400         | 16,800         |
| Special Allowance                 | 10,003        | 120,040        |
| <b>Retirals (B)</b>               |               |                |
| Aspire Contribution to PF *       | 1,800         | 21,600         |
| Gratuity                          | 505           | 6,060          |
| <b>Gross Income (A+B)</b>         | <b>29,458</b> | <b>353,500</b> |
| Group Medical Insurance Premium** |               | - 6,500        |
| CPVP Annual ***                   |               | 0              |
| <b>Annual CTC</b>                 |               | <b>360,004</b> |

You may chose the final CTC and IT structure with Flexi benefits in the Payroll system

\* Equivalent amount will be deducted as part of employee contribution towards PF

\*\* Aspire Medclaim policy is intended to provide group cover for you and your dependents (Spouse and 2 kids). The sum insured is INR 3,00,000/- as a family floater. Policy covers pre-existing diseases without any waiting period for all hospitalization expenses from day one of your joining. The complete details of Medclaim policy will be shared on the date of joining.

## FLEXI-BENEFIT PLAN - Component Covered

- LTA
- Food Coupons
- Telephone Reimbursement
- Car Lease
- Fuel
- Maintenance
- Driver

The components mentioned under Flexi Benefit Plan will be part of the CTC. The monthly limits will vary based on annual ctc. The employees can choose the components suited to their needs.



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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206794480/Chennai**  
**Date: 22/12/2022**

Ms. Aruna P  
208, Ponshanthi Illam, 46 Pudur Post, Nochi Nagar, Erode Nochi Nagar,  
Discount Shop Company,  
Erode-638002,  
Tamilnadu.  
Tel# 91-9965475073

Dear Aruna P,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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TCSL/DT20206794480

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

41/21-24, Kumaran Nagar, Chennai - 600 086, India. 10th Floor, Narenthangal, Chennai - 600 086, India.

Tel: 91 44 2334 7291 Fax: 91 44 2334 7292 Website: www.tcs.com

Registered Office: TCS Limited, 9th Floor, Narenthangal, Chennai - 600 086, India.

TCS C-1, 10th Floor, Narenthangal, Chennai - 600 086, India. Email: careers@tcs.com

**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode - 638 052.**



Completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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





#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### PERFORMANCE PAY

#### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

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

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

1. K. Umashankar Nagar, Sholingur  
Tel: 91 44 6016 2222  
Registered Office: Mumbai  
TCS Careers Services

Chennai 600 119 Tamil Nadu  
Website: www.tcs.com  
Mumbai Office: Mumbai 400 027  
Email: careers@tcs.com



### **Loans**

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

### **Professional Memberships**

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

### **RETIRALS**

#### **Provident Fund**

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

#### **Gratuity**

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

### **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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



## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

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

## 5. Mobility

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

## 6. Compensation Structure / Salary components

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

## 7. Increments and Promotions

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

## 8. Alternative Occupation / Employment

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



## 9. Confidentiality Agreement

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

## 10. 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.

## 11. Overseas International Assignment Agreement

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

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

## 12. Terms and Conditions

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



### 13. 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 an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

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

### 16. Pre-employment Medical Certificate

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

### 17. Employment of Non Indian Citizens

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



### 18. Background Check

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

### 19. Submission of Documents

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

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

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



The original documents will be returned to you after verification.

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

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

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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





### 23. Compliance to all clauses

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

### 24. Data Privacy Clause:

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Aruna P                           |
| Designation    | Systems Engineer                  |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 15,000        | 1,80,000        |
| Bouquet Of Benefits #                 | 26,522        | 3,18,264        |
| <b>2) Performance Pay</b>             |               |                 |
| Monthly Performance Pay               | 4,300         | 51,600          |
| Performance Bonus*                    | 3,100         | 37,200          |
| <b>3) City Allowance</b>              | 400           | 4,800           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,800         | 21,600          |
| Gratuity                              | 721           | 8,658           |
| Total of Annual Components & Retirals | 2,522         | 38,158          |
| Retention Incentive                   | NA            | 70,000          |
| <b>TOTAL GROSS</b>                    | <b>51,844</b> | <b>7,00,022</b> |
| <b>Xplore/ Learning Incentive****</b> |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly       | Annual          |
|----------------------------------|---------------|-----------------|
| House Rent Allowance             | 7,500         | 90,000          |
| Leave Travel Assistance          | 1,250         | 15,000          |
| Food Card                        | 500           | 6,000           |
| Personal Allowance               | 17,272        | 2,07,264        |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>26,522</b> | <b>3,18,264</b> |

TCS Confidential  
TCSL/DT20206794480

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Road, Park Road, Chokkikulambam, Chennai 600 082  
Tel: 91 44 2333 2222 Fax: 91 44 56 16 2555 Website: www.tcs.com  
Registered Office: TCS Towers, 9th Floor, Nariman Point, Mumbai 400 021  
TCS is a Public Limited Company. CMC No. 299/3111 Email: careers@tcs.com



Dec-2022

Mr. Arunkumar G  
88/4,3rd Street,  
Konganagiri Kovil, college road,  
Tiruppur - 641605

Dear Arunkumar,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1.

  
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Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

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AVA Software Pvt. Ltd.,  
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130  
Website: <http://www.avasoft.com>



#### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

#### **Conflict of interest Guidelines.**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

#### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

#### **Working Hours**

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

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**AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

**Website:** <http://www.avasoft.com>



#### Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

#### Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

#### Termination & Recovery

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

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Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

**Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

**Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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**AVA Software Pvt. Ltd.,**

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Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>





Dispute

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

Declaration

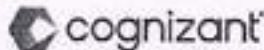
During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

Sincerely,

---

Jeyasree Sankaran  
Human Resources



## Letter of Intent (LOI)

Superset ID: 3357657

Date: November 25, 2022

Dear Ayyasamy M,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference, <http://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

**Maya Sreekumar**  
Vice President - Human Resources



  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode 638 052.







To,

Name : Bala Murugan

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Bala Murugan,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
- After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential** - INR 4,15,500 /-
- **Joining Bonus** - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) - INR 6,400 /-  
Notional Insurance Premium paid by Company - INR 11,400 /-
- **Annual Total earning potential + Additional Notional Benefits** - INR 4,58,300/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement.

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"

*K. Babu Murugan*

16-Mar-2023

Mr. Bhoopesh R K  
Nandha Engineering College

Dear Bhoopesh,

**SUB: Our offer for the position of Trainee**

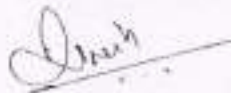
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.


For Aspire Systems (India) Private Limited



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature : *R.K. Bhoopesh*  
Name : Bhoopesh R K  
Date : 17.03.2023



**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

#### Annexure 1: Terms and Conditions of Employment

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

08<sup>th</sup> August 2023

Mr. Deepak M  
Reg. No. 19EC017  
Nandha Engineering College  
Erode.

**Dear Deepak,**

On behalf of **Shiash Info Solutions Private Limited**. We would like to inform you that you have been accepted as one of our interns. We are pleased to inform you that you have been qualified as per the company requirements for the internship. You will be working with our Technical team.

Your internship will begin effectively from **August 2023 to October 2023**. You will be assigned to various tasks which relate to the project assigned to you after which your performance will be assessed and appraised.

**For Shiash Info Solutions Private Limited**



**Ashwini Kanniyappan**  
**Manager – Human Resources**  
Shiash Info Solutions Private Limited

#51, Level 4, Tower A, Rattha TEK Meadows, Old Mahabalipuram Road,  
Sholinganallur, Chennai – 600 119, Tamil Nadu, India  
+91 44 66255681 info@shiash.com

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





**DXC Technology || DECP FY'23 Hiring || Letter of Intent**  
9 messages

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: deepaksrini01@gmail.com <deepaksrini01@gmail.com>

Thu, 13 Oct, 2022 at 1:36 pm



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Deepak,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

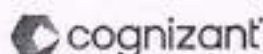
Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi  
VP-Human Resource

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



## Letter of Intent (LOI)

Superset ID: 2867763

Date: November 25, 2022

Dear Deepika S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,989/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

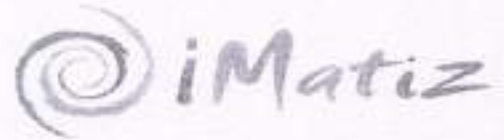
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

S Deepika

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode 638 052.





08.02.2023

Mr. Dhanesh C

Sub: Offer Letter

Dear Mr. Dhanesh C

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "S.K." with a stylized flourish.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

A handwritten signature in black ink, appearing to read "N. Jeyaram" with a stylized flourish.

**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode - 638 052.**

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



- 1. VINTORIX PVT. LTD.
- 2. VINTORIX PVT. LTD.
- 3. VINTORIX PVT. LTD.
- 4. VINTORIX PVT. LTD.

Date: 03-02-2023

To: DHARANI . S

**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE**

Dear DHARANI . S

With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER - TRAINEE effective September 2023 at our organization.

Your salary would be,

0 - 15 Months - Rs. 22,000 (Twenty-Two Thousand Only) Per Month.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

To accept our offer, please sign and date in this offer letter as indicated your name below and email (hr@vintorix.com) it back to us before 28<sup>th</sup> February, 2023.

For VINTORIX PVT. LTD.

*K. Kottumprasad*  
Director

(PRAKASH RAMALINGAM)  
DIRECTOR - VINTORIX PVT LTD

*[Signature]*  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode 638 052. *[Date]* (10/02/2023)

( S. DHARANI )



LAKSHMI PRECISION TOOLS LIMITED

Date: 06-04-23

Ref: LPT/HR/TRAINEE/ 156

Dear Mr / Ms *DHARSHITH . K*

OFFER LETTER

With reference to your application and subsequent interviews with us on *06.04.23*. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,300* (Rupees *sixteen thousand three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur - 641407 Coimbatore District India.  
Phone: (+ 91) 422 - 6173500  
Fax: (+ 91) 422 - 2360469  
E-mail: [mktg@lptindia.com](mailto:mktg@lptindia.com) Web: [www.lptindia.com](http://www.lptindia.com)  
Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





LAKSHMI PRECISION TOOLS LIMITED

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 163

Dear Mr / Ms *DIRESH S*

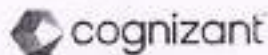
OFFER LETTER

With reference to your application and subsequence interviewers with us on *06.04.23* We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16300* (Rupees *Sixteen Thousand* *Three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur - 641407 Coimbatore District India.  
Phone: (+ 91) 422 - 6173500  
Fax: (+ 91) 422 - 2360469  
E-mail: mktg@lptindia.com Web: www.lptindia.com  
Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





## Letter of Intent (LOI)

Superset ID: 2837610

Date: November 25, 2022

Dear DIVYASRI M,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <http://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.


For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://camo.githubusercontent.com/2837610/cognizant.com/Pages/Feedback>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



*N. D. D.*



E. V. S.

Offer: Computer Consultancy  
Ref: TCSL/DT20222908730/Chennai  
Date: 25/11/2022

Mr. Elavarasan K  
57,  
Marudhurai,  
Tiruppur-638108,  
Tamilnadu.  
Tel# -

Dear Elavarasan K,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

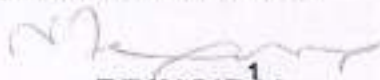
Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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 (detailed under Terms &

TCS Confidential  
TCSL/DT20222908730

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu, India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





**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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: gautamraj7438@gmail.com <gautamraj7438@gmail.com>

Thu, 13 Oct, 2022 at 1:36 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Gautam Kumar,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.


Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

*Nandu*

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

To,  
Dr. S. Sivaramakrishnan,  
Placement Officer,  
Nandha Educational Institutions,  
Erode, Tamilnadu

Congratulations!! We are happy to announce that the following candidates are selected for "Digital Engineer Trainee" role in the Campus Recruitment Process conducted in the month of April 2023.

| Sl No. | Candidate Name | Highest Qualification | Highest Qualification Specialization      |
|--------|----------------|-----------------------|---|
| 1      | Sakthisri S S  | BE / B.Tech           | Information Technology                    |
| 2      | Gowshik        | BE / B.Tech           | Electronics and Communication Engineering |
| 3      | Dharani S      | BE / B.Tech           | Electronics and Communication Engineering |
| 4      | Ashwin S R     | BE / B.Tech           | Computer Science and Engineering          |



Best Regards,  
Vinay Kumar KS  
Manager – Campus Program



**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode 638 052.



**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

1 message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: g utasekaran98431@gmail.com <gunasekaran98431@gmail.com>

Thu, Oct 13, 2022 at 1:36 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Gunasekaran,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

- 1. Your designation at the time of joining would be **Associate Professional**.
- 2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode 638 052.**

L. Chandra Sethi

V P Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

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LAKSHMI PRECISION TOOLS LIMITED

Date: 06-04-23

Ref: LPT/HR/TRAINEE/ 171

Dear Mr / Ms *HARIHARAN R*

OFFER LETTER

With reference to your application and subsequence interviewers with us on *06.04.23* We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs.16,300 (Rupees *sixteen thousand & three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur - 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: mktg@lptindia.com Web: www.lptindia.com  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India



16-Mar-2023

Mr. Hariharan S  
Nandha Engineering College

Dear Hariharan,

**SUB: Our offer for the position of Trainee**

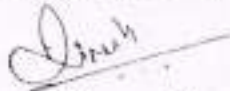
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

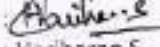
Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

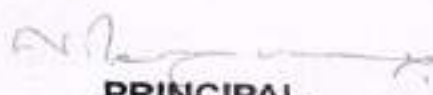
**For Aspire Systems (India) Private Limited**



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :   
Name : Hariharan S  
Date : 17-03-2023



**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode 638 052.**

#### Annexure 1: Terms and Conditions of Employment

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full-intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.



9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.
10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.
- If your date of joining is between 1<sup>st</sup> to 15<sup>th</sup> of the month, then your first salary change effective date will be 1<sup>st</sup> to end of the month
  - If your date of joining is between 16<sup>th</sup> to end of the month, then your first salary change effective date will be from 16<sup>th</sup> to 15<sup>th</sup> of the next month
  - Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
| Post Training             | 30,000                   | Salary gets revised to 30,000       |
| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Medicaid, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you
12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.
13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.
14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature   
 Name : Hariharan S

Date: 17-03-2023



09.02.2023

*G. Anil*

**Mr. Hari kumar G**

**Sub: Offer Letter**

Dear Mr. Hari kumar G

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "S.K." with a stylized flourish.

**Samit Kumar Kapat**  
**Branch Manager-Bangalore**

A handwritten signature in black ink, appearing to read "Hari Kumar G" with a stylized flourish.



## Letter of Intent (LOI)

Superset ID: 1685949

Date: November 25, 2022

Dear HARINI RAMESH,

We are immensely glad to extend a hearty welcome to you to our Cognizant family

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

**Code of Conduct** You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/sites/default/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Prelogin>

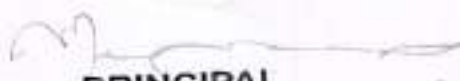
GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

R. Harini

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



07 Mar, 2023

REF No: AGTR/2023

NAME - K.HARSHITA

### Employment offer

With reference to your application and recent interview with **AGTRS IDART PRIVATE LIMITED**

we are pleased to offer you the following:

**JOB TITLE - TECHNICAL ANALYST**

**CATEGORY - SCALE 1**

**GRADE - A**

- Probation period - 1 Month (30 Days)
- After completion of probation period your salary package will be fixed per annum - ₹ 2,11,000/-

The detailed break-up of your compensation and other terms and conditions of your employment are enclosed.

You will be based at **COIMBATORE, HO**

We look forward to having you on board by **07 Mar, 2023**.

We are an equal opportunity employer and advancement of employees of the company is a function of their abilities and performances. We place a lot of emphasis on ethical business conduct and believe that development of employees is a shared responsibility. We provide the means for employees to enhance their capabilities and knowledge and employees are expected to optimally utilize these opportunities.

We look forward to having you on board and can promise you an exciting career ahead.

Yours sincerely,

For

**AGTRS IDART PRIVATE LIMITED**

For **AGTRS IDART PRIVATE LIMITED**

HR MANAGER (COIMBATORE HO)

HR Manager - Regular scope

**PRINCIPAL**

**Nandha Engineering College  
(Autonomous)**

**Erode - 638 052.**



(See sub-Rule (b) of Rule 11 of the Tamil Nadu Shops and Establishments Rules, 1946)

Appendix - 2 / Form 10 (MSIDEL COPE)

**AGTRS IDART PRIVATE LIMITED (CIN - U01100122017P1CO29601)**

|                    |       |                 |                   |
|--------------------|-------|-----------------|-------------------|
| Employee Name      | ***** | Employee Code   | *****             |
| Designation        | ***** | Date of joining | *****             |
| Scale / Grade      | ***** | Month of salary | From Date To Date |
| Branch Location    | ***** | Bank A/c        | *****             |
| UIN/ Number        | ***** | Bank Name       | *****             |
| Employee Address   | ***** | Pay Mode        | *****             |
| ATTENDANCE         |       | Present         | Absent            |
| Total Working Days | 0     | 0               | 0                 |
|                    |       | Type of Leave   | OP / CL / PL      |
|                    |       |                 | 0 / 0             |

[Form V - See sub-Rule (1) of Rule (16) of the Tamil Nadu Shops and Establishments Rules, 1946]

| Earnings                    |                              | Deductions              |                |
|-----------------------------|------------------------------|-------------------------|----------------|
| Basic Pay                   | 10,000.00                    | Advance Salary          | 0.00           |
| Special Allowance           | 5000.00                      | PF / NPS Contribution   | 2.00           |
| Flexible Allowance          | 3000.00                      | ESIC Contribution       | 2.00           |
| Fixed Personal Pay          | 0.00                         | PF Loan                 | 0.00           |
| Graduation Pay              | 0.00                         | OP / LWP                | 0.00           |
| House Rent Allowance        | 4000.00                      | Income Tax              | 0.00           |
| CCA                         | 0.00                         | Tax Deduction at source | 0.00           |
| Special Allowance Pay       | 0.00                         | Labor welfare Fund      | 0.00           |
| Cycle Allowance             | 0.00                         | House Rent Recovery     | 0.00           |
| Food Coupon                 | 2500.00                      | House Rent Paid         | 0.00           |
| Mobile Allowance            | 0.00                         | Medical WF Allowance    | 0.00           |
| Incentives Payment          | 0.00                         | Food coupon             | 2500.00        |
| Transport Allowance         | 0.00                         | Professional Tax        | 0.00           |
| Arrears                     | 0.00                         | Other Deduction         | 0.00           |
| Bonus Amount                | 0.00                         | Loans                   | 0.00           |
| Ex gratia Amount            | 0.00                         |                         |                |
| Other Earnings              |                              |                         |                |
| <b>Total Earnings (GTC)</b> | <b>24,500.00</b>             | <b>Total Deductions</b> | <b>2500.00</b> |
| <b>Net payable</b>          | <b>Rupees : 18,000.00 /-</b> |                         |                |

(This is a system generated document hence does not require any signature)



- The position held by you is strictly of a confidential nature. You shall not disclose to any UN authorized person either during or after your employment with the company for any reasons, information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets or cause to be disclosing at any time any information or document official or otherwise relating to the company except with the prior approval of the company. The obligation of confidentiality shall continue to be valid and enforceable by the company for a period two years following retirement or termination of services for any reasons whatever.
- Any development process, discovery, plan specification program, design process adaptation or improvement in procedure or other matters or work including any artistic literary or other works which can be subject matter of copyright, patent, industrial design trade mark / service mark or other forms of intellectual property rights may developed discover by you either alone or jointly with any other person or persons while in the employment of the company in connection with are in any way affecting or relating to the business of the company are capable of being used or adequate for use their in or in connection there with shall for forthwith be disclosed to the company and shall belong to and be the absolute property of the company.
- Upon termination of your employment with your company you shall forthwith handover charge and return to the company all the assets and property of the company ( including any leased properties ) documents files, books, papers, memos, laptop, mobiles, id card, batch, uniform or any other property of the company in your position, custody or control and your dues will be settled only after confirmation in the records is received from your manager.
- Your performance may be appraised at regular intervals as per the process specified by the company. subsequent salary adjustments and monetary or non-monetary benefits related to such performance appraisal will be decided by the company at its sole discretion in all matters relating to grant of increment and / or promotion merit will be the only criteria and no record shall be had to seniority in service the decision of the company will be final in this regard.
- Inspection officer should completed 500 calls per month mandatory. Minimum 25 working days are mandatory. Yearly increment will be 10% of basic salary.
- The terms of this employment offer are straightly confidential and any breach of confidentiality will be viewed seriously and may result into disciplinary proceeding as per the policies of the company.
- Any dispute arise in from this offer letter shall be subject to the exclusive jurisdiction of course at Coimbatore



(See sub - Rule (6) of Rule 11 of the Tamil Nadu Shops and Establishments Rules, 1948)

Annexure - T / Pay and Benefits Order

**AGTRS IDART PRIVATE LIMITED (CIN - U01100172017PY029601)**

|                    |       |                 |                             |
|--------------------|-------|-----------------|-----------------------------|
| Employee Name      | ***** | Employee Code   | *****                       |
| Designation        | ***** | Date of joining | *****                       |
| Scale / Grade      | ***** | Month of salary | From Date: To Date:         |
| Branch / location  | ***** | Bank A/c        | *****                       |
| UIDAI Number       | ***** | Bank Name       | *****                       |
| Employee Address   | ***** | Pay Mode        | *****                       |
| ATTENDANCE         |       | Present         | Absent                      |
| Total Working Days | 0     | 0               | 0                           |
|                    |       | Type of leave   | LOP: 0, CL/SI/PL: 0, Oth: 0 |

(Form V - See sub - Rule (1) of Rule (16) of the Tamil Nadu Shops and Establishments Rules, 1948)

| Earnings                    |                              | Deductions              |                |
|-----------------------------|------------------------------|-------------------------|----------------|
| Basic Pay                   | 10,000.00                    | Advance Salary          | 0.00           |
| Special Allowance           | 5000.00                      | PF / NPS Contribution   | 0.00           |
| Flexible Allowance          | 3000.00                      | ESIC Contribution       | 0.00           |
| Fixed Personal Pay          | 0.00                         | PF Loan                 | 0.00           |
| Graduation Pay              | 0.00                         | LOP / LWP               | 0.00           |
| House Rent Allowance        | 4000.00                      | Income Tax              | 0.00           |
| CCA                         | 0.00                         | Tax Deduction at source | 0.00           |
| Special Allowance Pay       | 0.00                         | Labor welfare Fund      | 0.00           |
| Cycle Allowance             | 0.00                         | House Rent Recovery     | 0.00           |
| Food Coupon                 | 2500.00                      | House Rent Paid         | 4000.00        |
| Mobile Allowance            | 0.00                         | Medical WF Allowance    | 0.00           |
| Incentives Payment          | 0.00                         | Food coupon             | 2500.00        |
| Transport Allowance         | 0.00                         | Professional Tax        | 0.00           |
| Arrears                     | 0.00                         | Other Deduction         | 0.00           |
| Bonus Amount                | 0.00                         | Loans                   | 0.00           |
| Ex gratia Amount            | 0.00                         |                         |                |
| Other Earnings              |                              |                         |                |
| <b>Total Earnings (CTC)</b> | <b>24,500.00</b>             | <b>Total Deductions</b> | <b>6500.00</b> |
| <b>Net payable</b>          | <b>Rupees : 18,000.00 /-</b> |                         |                |

(This is a system generated document hence does not require any signature)



The only Global Services company backed by its own university.

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Date : 08-Feb-23

Name : Hemadharshini  
College Name : Nandha College of Engineering  
Department : BE ECE

### Letter of Intent

Dear Hemadharshini,

Greeting from Vee Technologies Private Limited!

We are pleased to share with you this Letter of Intent for the position of **AR Caller Trainee - Medical Billing**. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode, 638 052.**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 4671

**Bangalore RR Nagar:** 5th Floor, No. 483, Saetha Complex, 14th Cross, 8th Main Road, RR Nagar, Bangalore - 560 098, Tel: +91 96325 78033

**Salem:** 4/14, Reddipatty Road, Manangan, Salem - 636 302, Tel: +91 427 2341 064

**Salem SEZ:** Plot No-14, IT/ITES EICOT SEZ, Salem to Bangalore NH-7 Road, Jajji Annapalayam Village, Saravangalam SRO, Salem-636 302, Tel: +91 427 2340290

**Chennai:** Tower-3 Special Module, Chennai One IT Park SEZ, Thirupakkam - 600 097, Tel: +91 044 2433 1235

**USA:** New York, 90 Park Avenue Suite 1700, New York, NY 10016, Tel: 646 837 0827





The only Global Services company backed by its own university.

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

During your employment with Vee Technologies Private Limited, you will be paid a **Total Compensation of INR 3,00,000/-** per annum. A detailed compensation sheet will be shared along with the appointment letter.

During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,  
for Vee Technologies Private Limited.,

Kesavan  
Manager – Human Resources.

Acceptance by applicant below

I have read this Letter of Intent and accept the same

Name : Hemadharshini

Signature :

Date : 09.02.2023

**IAS****STAR ENGINEERING**

The Principal  
K.S.R. GROUP OF INSTITUTIONS,  
Thitachengodu.

Dear Sir,

This is to inform you that the following students are selected in our organization. They need to join in our concerns once they complete their final semester.

Their monthly salary will be Rs.11000 for 8 hours, Rs.4000 for overtime 3.5 hours. Total salary Rs.15000. Total: 12 hours - 8am to 8pm. Room available at free of cost.

| S.N | NAME                     | DEPT     | COLLEGE NAME                                    |
|-----|--------------------------|----------|---|
| 1   | A ARUNKUMAR              | ECE      | CHETTINAD COLLEGE                               |
| 2   | Abdul Gani.J             | ECE      | P.A college of engineering and technology       |
| 3   | Abinaya,N                | EEE      | KSR college of engineering                      |
| 4   | AJITH KUMARAN D          | MEC<br>H | K.S.RANGASAMY COLLEGE OF TECHNOLOGY             |
| 5   | Dinesh A                 | MEC<br>H | salem college of engineering and technology     |
| 6   | Girlsankar               | ECE      | st jodseph college of engineering               |
| 7   | Hariprasath V            | EEE      | K S Rangasamy college of technology             |
| 8   | Iruthayaraj Richardson.P | ECE      | Nandha Engineering College *                    |
| 9   | Kalaimanivel.K A         | ECE      | K S Rangasamy College of Technology             |
| 10  | KISHOR                   | EEE      | SRI MANAKULA VINAYAGAR ENGINEERING<br>CLLEGE    |
| 11  | KJSHOR A.G               | ECE      | K S Rangasamy college of technology             |
| 12  | Malliseswaran            | EEE      | N.S.N. college of engineering and technology    |
| 13  | MOHAMED FAWAZ Y          | EEE      | Sri Manakula Vinayagar Engineering College      |
| 14  | Naveen.R                 | ECE      | Mahendra Engineering College                    |
| 15  | Poovarasan.S             | MEC<br>H | government college of en in erir g, r ode       |
| 16  | PRABHAKARAN              | MEC<br>H | NSN college of en ineering and technok gy       |
| 17  | PRABHAKARAN C            | MEC<br>H | K.S.RANGASAMY COLLEGE OF TECHNOLOGY             |
| 18  | praveen M                | ECE      | NANDHA ENGINEERING COLLEGE                      |
| 19  | SOUNDARA PANDI. S        | MEC<br>H | RVS COLLEGE OF ENGINEERING                      |
| 20  | SRIDHAR.N                | ECE      | velalar college of engineering and technology   |
| 21  | SRIGOKULAKANNAN.<br>M    | ECE      | AVS Engineering College, Salem                  |
| 22  | SRINIVASAN R             | MEC<br>H | KSR College Of Engineering ,Tiruchengode-637215 |
| 23  | Vishwa M                 | MEC<br>H | government college of engineering               |
| 24  | Yaswanth O M             | EEE      | K S Rangasamy college of technology             |
| 25  | Kowshik Prabhu           | EEE      | KSR College Of Engineering ,Tiruchengode-637215 |

+91 93840 45159

starengineering1111@gmail.com www.starengg.in

www.starengg.in

*Richard P.*  
*[Signature]*  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

27/02/2023

## Letter of Intent –Free Training and Placement under CSR

Dear JEEVA M (Nandha Engineering College)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (February) 01/03/2023 Course Duration (3.5 month)

The Mode of Training will be Online – Using Zoom App.


The Training will be conducted every day between 6:00 PM to 7.30 PM.

During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

  
**PRINCIPAL**  
Nandha Engineering College

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya (Autonomous)  
Bommanahalli, Bengaluru - 560 068  
Erode - 638 052.  
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

**Mandatory Requirements while joining:**

- (1) Student has to send a photo copy of his or her X, XII mark sheets
- (2) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (3) Student has to send photo copy of Aadhar card
- (4) Student has to send photo copy of college ID proof
- (5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

Sincerely,

S Harkrishna  
HR- Tech Hiring Manager  
Palle Technologies

*M. Jeeva*



# AB ACADEMY'S<sup>®</sup> THE ENGLISH COUNCIL<sup>®</sup>

(FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr/Ms/Mrs. V. KANALI Dept BG-EE

We have pleasure to appoint you as a 'Faculty' in Grade I with effective from June-2023. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a **Faculty (Soft-Skill Trainer)** for the basic gross salary of Rs. 10,000/- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance(At the time of appraisal).

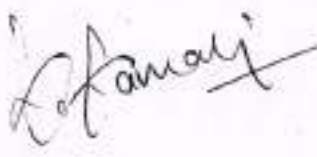
You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a **Senior Associate Trainer or Junior Team Leader**. Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the organization.

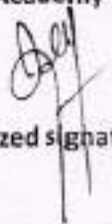
We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us. **Once the exams get over, do report to our nearest branch to know the training details.**

Place : **Coimbatore**

Date :



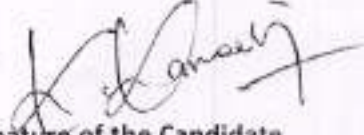
For AB Academy- The English Council



Authorized signatory [H.R]



**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



Signature of the Candidate



Re: Campus Recruitment - Letter of Intent (LOI)

Dear KarthikRaja,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

PRINCIPAL  
na Engineering I  
(Autonomous  
Erode - 638 05



LAKSHMI PRECISION TOOLS LIMITED

Date: 06-04-23

Ref: LPT/HR/TRAINEE/ 184

Dear Mr / Ms *KARUPPUSAMY A*

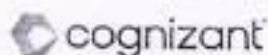
OFFER LETTER

With reference to your application and subsequence interviewers with us on *06.04.23* We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,300* (Rupees *sixteen thousand three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: mktg@lptindia.com Web: www.lptindia.com  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





## Letter of Intent (LOI)

Superset ID: 3359625

Date: November 25, 2022

Dear KAVIN H,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/na/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.


For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

  
PRINCIPAL  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.







**LAKSHMI PRECISION TOOLS LIMITED**

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 196

Dear Mr / Ms **KAVIN PRASATH P.S.**

OFFER LETTER

With reference to your application and subsequence interviewers with us on *06.04.23*. We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,300* (Rupees *sixteen Thousand Three hundred* <sup>*thousand*</sup> only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: mktg@lptindia.com Web: www.lptindia.com  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





To

April 10, 2023

Mr. Kavinesh T  
8/400-1, Old Indra School Street,  
Sakthi Theatre Road, New Bus Stand  
Tiruppur- 641602

### INTERN TO HIRE OFFER LETTER

Dear Kavinesh,

Pursuant to your interest in working with Sense7ai Data Solutions Private Limited ("Company") and based on our mutual discussion, we are pleased to offer you a **Backend Development Intern** position from **April 10, 2023** subject to the terms and conditions in this Letter.

#### 1. Terms & Stipend

You will report to Mr. Rajagopal, Sense7ai. Depending on the project, you might report to a Product Manager or Tech Lead or a project head as appropriate.

Your internship starts on **April 10, 2023**. The typical working days are Monday through Friday, with deliverables based on your responsibilities entitled. This full-time internship with the commitment of 8 hours every working day for the next 6 calendar months starting **April 10 2023 till October 10, 2023**.

The Company shall pay the Intern a monthly stipend of **Rs. 15,000 ("Stipend")** as consideration for her/his services to the Company, subject to the deduction of tax at source, if required by applicable laws.

#### 2. Termination

The Company shall have the right to terminate this Letter at any time by giving the Intern 7 (seven) day's written notice of termination. Further, for any breach of the terms of this Letter or policies of the Company or fraud or willful misconduct, the Company shall be entitled to terminate the internship of the Intern with immediate effect, without any further liability.

#### 3. Employment Confirmation

During your internship, you will be expected to:

- Collaborate with other team members to ensure quality and timely completion of projects
- Follow established processes and procedures for testing.
- Maintain accurate and timely records of your work and progress
- Participate in meetings and training sessions as required

After successfully completing your internship at Sense7ai and based on your performance, you may be considered for a full-time position for "Junior Backend Developer" on an annual salary ranging from 3LPA to 5LPA. As you have already completed a 6-month internship with us, you will be exempt from any probationary period for employment.

  
**PRINCIPAL**

**Nandha Engineering College  
(Autonomous)  
Erode - 638 052.**



## EXHIBIT A Non-Disclosure Agreement

### Introduction

This Confidentiality and Non-disclosure Policy set out the expectations and obligations on Sense7ai's (hereinafter referred as Sense7ai) Personnel (P include, staffs, interns, researchers, students and consultants associated with Sense7ai and its partners in any capacity). It is expected that the associates will adhere to the policy, and understand his or her role in keeping confidential, proprietary and sensitive information.

### Why confidentiality is important to Sense7ai

While working on Sense7ai's projects, associates is often been given privileged access to confidential or sensitive information. This information may be about the way the client organisation works, future plans for products or services, or sensitive personnel or client data. It is significant to Sense7ai to work effectively with clients by internally exchanging this type of confidential or sensitive information. Sense7ai takes vigilant steps to safeguard this information, including the following:

- Our associate signs a confidentiality and non-disclosure agreement detailing the need for confidentiality and the serious consequences of any breach
- Sense7ai has detailed data security processes for obtaining, storing and disposing of confidential or sensitive data.

### Security of data

It is vital for Sense7ai to take steps to maintain the security of data received from our clients in confidence. All our associate operates a range of IT and operational security procedures:

- Secure login identification for using IT systems — associate have to use personalized password identification to access Sense7ai data
- Logical access controls — we limit access to information so that only associate needing data to be able to deliver their client work, are given access to sensitive information
- Protecting Sense7ai IT systems — Sense7ai's IT systems operate behind a firewall and use encrypted storage of data. We are having state of the art security functionality to protect the data
- Ensuring continuous operations — we have a detailed business continuity process in place which encompasses: secure, encrypted, data backup; offsite storage; original record handling; secure disposal
- We limit the amount of paper-based confidential or sensitive data our associate/employees hold; any necessary confidential or sensitive paper records are kept in secure storage.

We place the following duty on all our staff.

### Confidentiality

The associate shall, during their engagement keep with inviolable secrecy and shall not reveal, disclose or publish to any person other than the authorized persons designated, Program Manager, Program Director or Founder Director or anybody named by them, any matters concerning the financial relationship between the associate and Sense7ai and shall not use for their own purposes or for any purpose other than those of the



Sense7ai' any information of a confidential nature which they may acquire or may have acquired in relation to the business or affairs of the Sense7ai.

The associate shall adhere to confidentiality arrangements as published and/or operated by the management of Sense7ai. The associate should report any such matters arising immediately to their respective Project Lead.

#### Non-disclosure

Each Sense7ai associate signs our Non-Disclosure policy. A copy is included below and states:

I agree that I will hold confidentially any and all knowledge or information that I may obtain in the course of my employment with Sense7ai or from working with Sense7ai's clients and with respect to the secret processes, formulae, machinery, plans, sensitive or personal information etc. used by Sense7ai or Sense7ai's clients in delivering its services.

I will keep confidential information so long as that information remains confidential and is not otherwise available in the public domain.

I will not engage as an employer, employee, principal, agent, or otherwise, in any business directly competing with Sense7ai within one calendar year of terminating my contract with Sense7ai.

I will not impart the knowledge specifically acquired through this employment with Sense7ai to anybody and if I at any time leave the employ of Sense7ai I agree not to enter into the employ or service or otherwise act in aid of the business of any rival company or concern or individual engaged in matching lines of business for a period of one year.

If I reveal any confidential information or violate any of the clauses given above, Sense7ai will be entitled to compensation by any competent court enjoining and restraining me and every other person concerned from the continuance of employment, services or other acts in aid of the business of the rival company or concern. Nothing will prevent me, upon the termination of the employment, in engaging in any occupation in which the confidential or personal data, proprietary processes, formulas, and other secrets of the employer will not be directly involved.

Thank you,

Authorizes Signatory,

Hemarekha V  
Product & Business Lead  
Sense7ai

Terms of appointment read, agreed, and Accepted

Intern Name: Kavinesh T

Date:



**LAKSHMI PRECISION TOOLS LIMITED**

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 130

Dear Mr / Ms *KAVINKUMAR . S.*

**OFFER LETTER**

With reference to your application and subsequent interviews with us on *06.04.23* We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,300* (Rupees *Sixteen Thousand Three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
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 E-mail: mktg@lptindia.com Web: www.lptindia.com  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





09.02.2023

Ms. Keerthana G

A handwritten signature in black ink that reads "Keerthana G." with a stylized flourish at the end.

Sub: Offer Letter

Dear Ms. Keerthana G

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink that reads "S.K." with a stylized flourish.

Samit Kumar Kapat

Branch Manager-Bangalore

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222839545/Chennai**  
**Date: 24/11/2022**

*N. Keerthana*

Ms. Keerthana N  
42/A Sellappampalayam,  
Near Vellode Bird Sanctuary,  
Erode-638052,  
Tamilnadu.  
Tel# -9659612251

Dear Keerthana N,

**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 assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20222839545**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

*N. Keerthana*  
**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode - 638 052.**



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: keerthanan382001@gmail.com <keerthanan382001@gmail.com>

Thu, 13 Oct, 2022 at 13:36



N. Keerthana

RE: Campus Recruitment - Letter of Intent (LOI)

Dear Keerthana,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

2 messages

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>

Thu, 13 Oct 2022 at 1:36 pm

To: keerthanataraj2019@gmail.com <keerthanataraj2019@gmail.com>



Re: Campus Recruitment - Letter of Intent (LOI)

Dear KEERTHANA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

- 1. Your designation at the time of joining would be **Associate Professional**.
- 2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

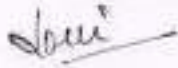
Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)

*N. Keerthana*  
(19EC049)

Yours sincerely,



**Lokendra Sethi**  
**VP-Human Resource**

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9603921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.  
DXC Technology Company – This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.

keerthana n <keerthanataraj2019@gmail.com>  
Draft

Fri, 21 Apr 2023 at 8:44 am

— Forwarded message —

From: **DXC\_India\_CampusConnect** <[DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com)>  
Date: Thu, 13 Oct 2022, 1:36 pm  
Subject: DXC Technology || DECP FY'23 Hiring || Letter of Intent  
To: keerthanataraj2019@gmail.com <[keerthanataraj2019@gmail.com](mailto:keerthanataraj2019@gmail.com)>



Re: Campus Recruitment - Letter of Intent (LOI)

Dear KEERTHANA,

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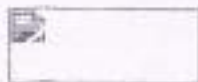
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- 2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

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Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

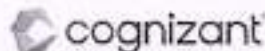


**Lokendra Sethi**  
**VP-Human Resource**

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.  
DXC Technology Company - This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to

b7f DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



## Letter of Intent (LOI)

Superset ID: 3350145

Date: November 25, 2022

To: Kirubanithi S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.


For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/cognizant.com/Pages/Prologin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

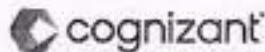
Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





Letter of Intent (LOI)

47  
f. Anand

Superset ID: 3380750

Date: November 25, 2022

Dear KISHORE KUMAR S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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<https://campus2.cognizant.com/cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

  
PRINCIPAL  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





**LAKSHMI PRECISION TOOLS LIMITED**

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 133

Dear Mr / Ms LAL DHIVYASAGAR - V

OFFER LETTER

With reference to your application and subsequence interviewers with us on 06.04.23 We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs.16,300 (Rupees sixteen thousand <sup>Three hundred</sup> only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: mktg@lptindia.com Web: www.lptindia.com  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





+91 8647762279  
 +91 8647762273  
 www.vintorix.com  
 hr@vintorix.com

Vintorix Private Limited  
 Block 25, 27th Floor, Valluvar Cyber Park,  
 227 Road, Perungudi,  
 Chennai - 600032, Tamil Nadu



AG

Date: 03.02.2023

To: LAVANYA, K

*Lavanya*

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE

Dear LAVANYA, K

With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER - TRAINEE effective September 2023 at our organization.

Your salary would be.

0- 15 Months - Rs. 22,000 (Twenty-Two Thousand Only) Per Month.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

To accept our offer, please sign and date in this offer letter as indicated your name below and email (hr@vintorix.com) it back to us before 20th February, 2023.

For VINTORIX PVT. LTD.

*K. Kothayyan*  
 Director

(PRAKASH RAMALINGAM)  
 DIRECTOR - VINTORIX PVT LTD

*Lavanya*  
 10/02/23 (10/02/23)

K. LAVANYA


*[Signature]*

**PRINCIPAL**  
 Nandha Engineering College  
 (Autonomous)  
 Erode - 638 052.



DL/1964

07-Dec-2022

**OFFER LETTER**Dear Logeshwaran K, **Congratulations!**

You have been selected to join VINSINFO through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Developer** with a consolidated pay of Rs. 331884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

**Probation**

You will be on probation for a period of 6 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

**Non-Disclosure Agreement and Service Agreement**

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 30 months) at the time of joining.

**Leaves**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.


**Maternity and Paternity Policy**

At VINSINFO, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your manager.

The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous) CIN U72900TN2018PTC126579  
Erode - 638 052 PAN AAGCV7368H  
GSTIN 33AAGCV7368H1ZZ

**Joining Date**

Your date of joining will be communicated separately.

We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

AL/1824

23-Feb-2023

Logeshwaran Karuppusamy  
Nariya Thoodam,  
Chinna Virasangili,  
Peria Veera Sangli,  
Erode,  
638056

Dear Logeshwaran Karuppusamy,

**Offer of Appointment**

We are extremely pleased to offer you the job of "Associate Developer" in VINSINFO Private Limited on the following terms and conditions.

**Probation**

You will be on probation for a period of 180 calendar days or such extended period as may be decided by the company based on your performance.

*\*An early confirmation (<6 months) is possible for trainees who exhibit extraordinary performance.*

**Compensation**

Your annual compensation (CTC) will be Rs. 334799/- (Rupees Three Lakhs Thirty Four Thousand Seven Hundred and Ninety Nine Only). Refer attached Annexure for salary structure.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your Manager.

The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.

**Leave Policy**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women are entitled to maternity leave with full pay for a period of 26 weeks. This policy is in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 5 continuous working days.

**Confidentiality**

The work developed at VINSINFO Private Limited is proprietary to the company and at no instance you will reveal to outsiders or competitors the information of clients, projects and products developed.

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode 638 052.

## Non-Disclosure and Service Agreement

You will be required to sign a Non-Disclosure Agreement and Service Agreement (for 30 Months) on the joining day along with your appointment letter.

## Termination of Employment

- During probation period, your services can be terminated by the company with a notice of one day and a month's salary.
- On confirmation, your services can be terminated with a minimum notice period of 1 month or completion of the project handled.
- If you resign from the services of the company, you will have to serve a notice period of 3 months.

## Higher Education

During your employment at VINSINFO Private Limited, you cannot take up full time or part time employment elsewhere. If you join any educational institution school or college, you should inform the management 3 months in advance. You will be permitted to pursue higher education (through distance education) on completion of 1 year of service.

### Note

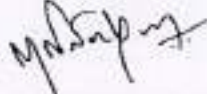
- Your address noted above shall be treated as your correct address for all communications. If there is any change in your above address, the same should be intimated to the employer within three days of such change.
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- Any change in the terms and conditions of employment is at the Company's discretion and will be notified individually through e-mail communication.

Looking forward to a professionally meaningful and mutually rewarding relationship!

Welcoming you again to the VINS family!


Sincerely yours

For VINSINFO PRIVATE LIMITED,



Authorized Signatory

I hereby accept the Appointment Letter with the terms and conditions mentioned above and agree to join on 08-Mar-2023.

Signature: 

Name: LOGESHWARAN KARUPPUSAMY Date: Feb 23 2023 18:11 IST

Annexure

| Salary Heads  | Associate Developer |                |
|---|---------------------|----------------|
|   | Monthly (INR ₹)     | Annual (INR ₹) |
| Gross Salary  | 25250               |                |
| Basic   | 12625               |                |
| HRA   | 5813                |                |
| Special Allowance   | 4175                |                |
| Conveyance  | 1600                |                |
| Gross Salary (A)  | 25250               | 303000         |
| Employee Contribution towards PF  | 1800                |                |
| Employee Contribution Towards ESI   | 0                   |                |
| Professional Tax  | 208                 |                |
| Net Salary  | 23242               | 278904         |
| Employer Contribution towards PF (B)  | 1800                | 21600          |
| Employer Contribution towards ESI (C)   | 0                   | 0              |
| Gratuity (E)  |                     | 7284           |
| Medical Insurance Premium (F)   |                     | 2915           |
| Annual Cost to the Company ( A+B+C+E+F)   |                     | 334799         |
| Annual Cost to the company (in words): Rupees Three Lakhs Thirty Four Thousand Seven Hundred and Ninety Nine Only |                     |                |

**Note:** Employee Benefits such as Medical Insurance Coverage, Gift Cards on Birthdays, Anniversaries etc not included in the above structure.

The calculation for PF, ESI & Gratuity is based on prevailing norms and any change in government policy will have a necessary effect on that particular date.

G. M. H. G.



13.02.2023

Mr. Mohamed Hamil G

**Sub: Offer Letter**

Dear Mr. Mohamed Hamil G

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "S.K." with a flourish.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



LAKSHMI PRECISION TOOLS LIMITED

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 144

Dear Mr / Ms MOHAN PRASANTH .D.

OFFER LETTER

With reference to your application and subsequence interviewers with us on 06.04.23. We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. 16,300 (Rupees *sixteen thousand three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2350469  
 E-mail: mktg@lptindia.com Web: www.lptindia.com  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: kenmk2002@gmail.com <kenmk2002@gmail.com>

Thu, 13 Oct, 2022 at 1:37 pm



Re: Campus Recruitment - Letter of Intent (LOI)

Dear MONISH KUMAR,

Congratulations!

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2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

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Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



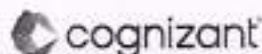
Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

DXC Technology Company – This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.



Letter of Intent (LOI)

R. Narayana

Supersel ID: 2636809

Date: November 25, 2022

Dear Monish R,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant. Post background verification, you will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/na/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empanelled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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<https://campus2.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

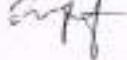


PRINCIPAL  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

OL/1970

07-Dec-2022

OFFER LETTER

Dear Nalankumar G M, 

**Congratulations!**

You have been selected to join VINSINFO through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Developer** with a consolidated pay of Rs. 331884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

**Probation**

You will be on probation for a period of 6 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

**Non-Disclosure Agreement and Service Agreement**

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 30 months) at the time of joining.

**Leaves**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

**Maternity and Paternity Policy**

At VINSINFO, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your manager.

The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.

  
**PRINCIPAL**

VINSINFO PRIVATE LIMITED

Nandha Engineering College

CIN U72900TN2018PTC126579

Nishi Anand Complex, 80/96, Chamiers Road, Teynampet, Chennai (Autonomous)

PAN AAGCV7368H

+91 44 2431 4499 | hr@vinsinfo.com | www.vinsinfo.com **Erode - 638 052.**

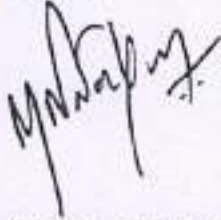
GSTIN 33AAGCV7368H1ZZ

**Joining Date**

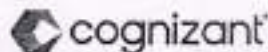
Your date of joining will be communicated separately.

We warmly welcome you to the VINS family!

Regards,



Authorised Signatory



## Letter of Intent (LOI)

Supersel ID: 3379134

Date: November 25, 2022

Dear Nandeeswaran S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,81,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.


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<https://campus2.cognizant.com/cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





Ref Code: ILM/CI/2023-2024/786

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Ms. Narmatha GU

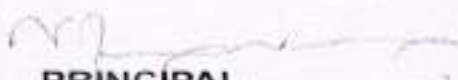
Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty - Communicative English" under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

  
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Erode - 638 052.

ILM/CI/EML/23-24/003/1.1

Page 1 of 6



Ref Code: ILM/CI/2023-2024/786

**b) Academic and Career Growth:**

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

### Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



Ref Code: ILM/CI/2023-2024/786

## Financial Growth

### Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.  
B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

### Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.





Ref Code: ILM / CI / 2023-2024 / 786

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

### Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10<sup>th</sup> standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.



Ref Code: ILM/CI/2023-2024/786

You are required to send us your acceptance letter of the above terms and conditions on or before 31-03-2023 along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our HR-Dept on 080 - 42181313 / 26606816 / 26606846.

**Note:** Even though the last date for acceptance is set as 31-03-2023, you are advised to send your acceptance letter as soon as possible. ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.

With Best Wishes

Ghouse Pasha  
HRD - Recruitment and Operations

3:31

VoLTE 52%

"Greetings From Mahendra Next Wealth IT India Pvt Ltd"

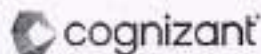
We are happy to reveal the Selected candidates name list for your reference.

Thanks for your support & Coordination.

Note: Will update their Joining Date Soon.

| S.No | Name               | Mobile     | Email ID                       | College                    | Qualifica |
|------|--------------------|------------|--------------------------------|----------------------------|-----------|
| 1    | Prabhananthan E    | 8124667271 | prabhananthan321@gmail.com     | Nandha Engineering College | B.E ECI   |
| 2    | Hariprakash.B      | 9786996996 | hariprakash1309@gmail.com      | Nandha Engineering College | B.Tech I  |
| 3    | Logeshwaran S      | 9659604472 | lmlogesh27@gmail.com           | Nandha Engineering College | B.E CS.   |
| 4    | Nishanth Rajendran | 9080354087 | nishanthrajendran001@gmail.com | Nandha Engineering College | B.E ECI   |

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



V. Nitish

## Letter of Intent (LOI)

Superset ID: 3356707

Date: November 25, 2022

Dear Nithish Kumar V,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

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<https://campus2.cognizant.com/Pages/Religio>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

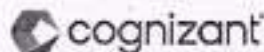
Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





## Letter of Intent (LOI)

Superset ID: 3361484

Date: November 26, 2022

Dear Ponnathesh C D,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time Internship program shall be detailed in the Intern Offer Letter.

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<https://namus2.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





**LAKSHMI PRECISION TOOLS LIMITED**

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 175

Dear Mr / Ms *PRADEEP -U-*

**OFFER LETTER**

With reference to your application and subsequence interviewers with us on *06.04.23*. We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,300* (Rupees *sixteen thousand three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

**ADMIN. OFFICE AND WORKS:** Arasur – 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: [mktg@lptindia.com](mailto:mktg@lptindia.com) Web: [www.lptindia.com](http://www.lptindia.com)  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India



VINTORIX

Date: 03 03 2023

To: PRANESH S

*S. Prakash*

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE

Dear PRANESH S

With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER - TRAINEE effective September 2023 at our organization.

Your salary would be:

0- 15 Months - Rs. 22,000 (Twenty-Two Thousand Only) Per Month.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

To accept our offer, please sign and date in this offer letter as indicated your name below and email (hr@vintorix.com) it back to us before 20<sup>th</sup> February, 2023.

For VINTORIX PVT. LTD.

*K. Kothayyan*  
Director

*S. Prakash*  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

*S. Prakash* (10 02 2023)

(PRAKASH RAMALINGAM)  
DIRECTOR - VINTORIX PVT LTD

( S. PRANESH )



prash.s

**Offer:** Computer Consultancy  
**Ref:** TCSL/DT20222844975/Chennai  
**Date:** 25/11/2022

Mr. Prasanth S  
56 Ashokapuram,  
Monday Market,  
Erode-638004,  
Tamilnadu.  
Tel# 91-8807612529

Dear Prasanth S,

**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 ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

**TCS Confidential**  
TCSL/DT20222844975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode 638 052.

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu, India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com





### 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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**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: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Prasanth S                        |
| Designation    | Assistant System Engineer-Trainee |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 14,784        | 1,77,408        |
| Bouquet Of Benefits #                 | 7,646         | 91,752          |
| <b>2) Performance Pay**</b>           |               |                 |
| Monthly Performance Pay               | 1,700         | 20,400          |
| Quarterly Variable Allowance*         | 600           | 7,200           |
| <b>3) City Allowance</b>              | 200           | 2,400           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,774         | 21,289          |
| Gratuity                              | 711           | 8,533           |
| Total of Annual Components & Retirals | 2,485         | 37,722          |
| <b>TOTAL GROSS</b>                    | <b>27,415</b> | <b>3,36,877</b> |
| Xplore/ Learning Incentive****        |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly      | Annual        |
|----------------------------------|--------------|---------------|
| House Rent Allowance             | 5,914        | 70,968        |
| Leave Travel Assistance          | 1,232        | 14,784        |
| Food Card                        | 500          | 6,000         |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>7,646</b> | <b>91,752</b> |

**IAS****STAR ENGINEERING**

66

The Principal  
K.S.R. GROUP OF INSTITUTIONS,  
Tiruchengodu.

Dear Sir,

This is to inform you that the following students are selected in our organization. They need to join in our concerns once they complete their final semester,

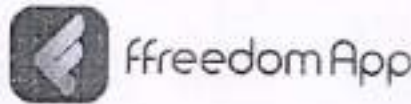
Their monthly salary will be Rs.11000 for 8 hours, Rs.4000 for overtime 3.5 hours. Total salary Rs.15000. Total: 12 hours - 8am to 8pm, Room available at free of cost.

| S.N | NAME                     | DEPT     | COLLEGE NAME                                    |
|-----|--------------------------|----------|---|
| 1   | A ARUNKUMAR              | ECE      | CHETTINAD COLLEGE                               |
| 2   | Abdul Gani.J             | ECE      | P.A college of engineering and technology       |
| 3   | Abinaya,N                | EEE      | KSR college of engineering                      |
| 4   | AJITH KUMARAN D          | MEC<br>H | K.S.RANGASAMY COLLEGE OF TECHNOLOGY             |
| 5   | Dinesh A                 | MEC<br>H | salem college of engineering and technology     |
| 6   | Girisankar               | ECE      | st jodseph college of engineering               |
| 7   | Hariprasath V            | EEE      | K S Rangasamy college of technology             |
| 8   | Iruthayaraj Richardson.P | ECE      | Nandha Engineering College                      |
| 9   | Kalaimanivel,K A         | ECE      | K S Rangasamy College of Technology             |
| 10  | KISHOR                   | EEE      | SRI MANAKULA VINAYAGAR ENGINEERING<br>CLLEGE    |
| 11  | KISHOR A.G               | ECE      | K S Rangasamy college of technology             |
| 12  | Malleeswaran             | EEE      | N.S.N. college of engineering and technology    |
| 13  | MOHAMED FAWAZ Y          | EEE      | Sri Manakula Vinayagar Engineering College      |
| 14  | Naveen.R                 | ECE      | Mahendra Engineering College                    |
| 15  | Popvarasan.S             | MEC<br>H | government college of en in ering erode         |
| 16  | PRABHAKARAN              | MEC<br>H | NSN college of en, ineering and tehnok gy       |
| 17  | PRABHAKARAN C            | MEC<br>H | K.S.RANGASAMY COLLEGE OF TECHNOLOGY             |
| 18  | praveen M                | ECE      | NANDHA ENGINEERING COLLEGE *                    |
| 19  | SOUNDARA PANDI. S        | MEC<br>H | RVS COLLEGE OF ENGINEERING                      |
| 20  | SRIDHAR.N                | ECE      | velalar college of engineering and technology   |
| 21  | SRIGOKULAKANNAN.<br>M    | ECE      | AVS Engineering College, Salem                  |
| 22  | SRINIVASAN R             | MEC<br>H | KSR College Of Engineering ,Tiruchengode-637215 |
| 23  | Vishwa M                 | MEC<br>H | government college of engineering               |
| 24  | Yaswanth O M             | EEE      | K S Rangasamy college of technology             |
| 25  | Kowshik Prabhu           | EEE      | KSR College Of Engineering ,Tiruchengode-637215 |

*[Signature]*  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

☐ +91 93840 45159

✉ [starengineering1111@gmail.com](mailto:starengineering1111@gmail.com) [www.starengg.in](http://www.starengg.in)[www.starengg.in](http://www.starengg.in)



MCHR/OL1415071

To,  
Mr. Puviyarasu Subramaniam  
Erode

11 February 2023

**Appointment Letter**

Dear Puviyarasu Subramaniam ,

We are delighted to offer you employment with M/s. Suvision Holdings Private Limited as **Relationship Manager - FFA Sales L1** division. Your current engagement will be the "Work from Home" based employment. Your continued employment is contingent upon your successful execution of your responsibilities. The detailed terms and conditions of your employment will be as follows.

**1. Appointment**

- 1.1 The Company hereby employs you as **Relationship Manager - FFA Sales L1** on probationary basis pursuant to and in accordance with the terms and conditions set forth in this Appointment Letter.
- 1.2 **Date of joining** - Your date of joining the company's services and commencement of employment is **13 February 2023**.
  - **Working hours and weekly off** - The working hours of the company is 9.00 AM to 6.00 PM and six-day week (Monday to Saturday). However, your working hours may vary and be fixed by the management from time to time depending upon the exigencies of the work.
- 1.3 **Place of work and transfer** - Your present place of work will be at Home. This is a permanent Work from Home opportunity until you are promoted to the next level. At the discretion of the company, you may be asked to continue your work from office in future, posted or transferred to any unit/ undertaking or establishment /division / department / branch / office of the company or to any other group of company and you shall perform such duties as may be assigned to you from time to time.
- 1.4 **Training& Certification** - a) You have to complete 6 days of virtual training followed by the certification process. Virtual training will be provided in 5 different languages i.e., Kannada, Tamil, Telugu, Malayalam & Hindi. You can choose to attend the training in your comfortable language.

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(Autonomous)  
Erode - 638 052.



b) No leave will be allowed during 6 days of training period. You will not be eligible to continue with your employment, if you take any leave during the training period for any reason.

c) You will not be eligible for Training Period Salary if you fail to complete your 10 assessments & certification, including 3 referral sales as per annexure B. Also, if you fail to complete your certification within 7 days from the date of joining, you won't be allowed to continue in the job.

**1.5 Probationary period** -You will be on probation for a period of three months from the date of your appointment. If in the opinion of the Management, you are found suitable for the post in which you have been appointed; your services will be confirmed in writing. During the period of your probation, management can terminate this appointment in 48 hours without any notice or payment.

## 2. Attendance

a) Your attendance will be calculated by your morning punch in before 9 AM and evening punch out after 6 PM into the company's CRM.

b) Your attendance will also be based upon your talk time as specified below. You have to complete minimum 4 hours of talk time each day for which you have to work for minimum 8 hours a day.

Talk time achieved by calling the customers, claimed through the CRM, will only be considered for your talk time target and talk time achieved by calling your reference customers will not be considered.

| Talk time completed            | Days present             |
|--------------------------------|--------------------------|
| 2 hours of talk time           | Leave                    |
| Between 2-3 hours of talk time | 0.5 day                  |
| Between 3-4 hours of talk time | 0.75 day                 |
| >4 hours of talk time          | 1 day (full day present) |

c) Employees who are unable to meet their employment obligations of regular, reasonable attendance and punctuality are subject to disciplinary action, up to and including termination of employment.

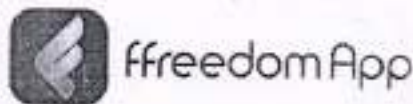
## 3. Remuneration

a) Your compensation INR 12000/- per month, is fixed and shall be based on your monthly attendance calculated as mentioned in the above clause. You will be eligible for your fixed

Suvision Holdings Pvt Ltd (CIN U57120KA2008PTC047808)

4<sup>th</sup> Floor, B Block, Brigade Software Park, Banashankari Stage II, Bengaluru 560070

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compensation subject to the completion of 4hrs of talk time on a daily basis. You will also be eligible for the company's daily incentive scheme which will be communicated to you by the Manager (Human Resources Department) at the time of joining the company.

b) You will be eligible for INR 3,000/- attendance allowance, in addition to your fixed salary of Rs 12000, if you are present for minimum 24 days in a Month (In case if the employee doesn't work for minimum 24 days in a month, they will not be eligible for Attendance allowances. Working days will be calculated based on the Talktime achieved

c) Your compensation will be paid on 10th of the following month after deducting applicable statutory deductions i.e., PF, PT & Gratuity, in the bank account updated by you in the company's HRM.

**4. Code of Conduct**

- 4.1 During the period of employment, you will serve honestly, faithfully, diligently and efficiently for the growth of the Company. You will honor your obligations under this Appointment Letter and any other agreement that you may be required to sign with the Company.
- 4.2 Your conduct will be in conformity with the code of conduct, as in force from time to time. Further, you will carry out the instructions in letter and spirit, given by your superiors and shall not disobey any instructions given.
- 4.3 You will not indulge in any unethical practices like "go slow" or non-cooperation etc.
- 4.4 You would be required to apply and maintain the highest standards of professional and personal conduct and integrity and comply with all the policies and procedures of the Company including but not limited to policies related to Confidential Information (defined hereinafter). These policies are updated on a periodical basis and may be introduced from time to time. As and when this happens, you will be notified and you will be required to comply with the same.
- 4.5 Should the need for disciplinary action be deemed necessary, this will be taken in accordance with the Company's policies and procedures.

**5. Leave policy**

a) Employees are expected to be punctual and dependable in order to meet the needs of the organization. Attendance and reliability are important factors in evaluating individual performance and continued employment. Your attendance will be maintained and calculated on the basis of your daily morning login before 9:00 AM and evening logout after 6:00 PM and basis of your daily talk time as defined in this letter.



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b) You will be working on all days except on Govt Holidays as updated in the HRM and on Sundays. If you work on Holidays & on Sundays, you will get attendance based on your talk time & the revenue will be considered for the monthly revenue targets.

c) You will be entitled for 1 (one) paid leave for every 20 working days in a month. In case if you do not work for minimum 20 days in a month, you will not be eligible for any paid leave. Working days will be calculated based on the talk time achieved.

d) If your absence can be anticipated, consult your immediate supervisor and obtain authorization to be absent for a specific period in advance. If you are unexpectedly delayed or unable to work for any reason, you must personally contact your appropriate supervisor immediately. For sick leave case, your manager may request you to submit doctor's notes to avoid any progressive discipline process. If you take more than two consecutive days of unapproved leave including less than 2 hours of your daily talk time for a working day, you will receive a show-cause notice to explain the reasons for the leave and if the same continues again, you will be considered as absconding from work. Under such circumstance, you will not be eligible for any kind of full & final settlement from the company.

## 6. Confidentiality

You shall keep confidential and retain in strictest confidence, any and all Confidential Information (hereinafter defined) of the Company, and shall use such Confidential Information only in furtherance of the performance of your duties.

All information, whether oral or written, transmitted or otherwise provided by or on behalf of the Company to you during your employment with the Company, and that should reasonably have been understood by you to be proprietary and confidential to the Company, including the confidential information of the Company's associates, affiliates, holding or subsidiary companies, and clients shall be treated as "Confidential Information".

At all times you will maintain absolute confidentiality about all matters relating to the business of the Company. You will not disclose an information or part with any documents to any external party whilst in the employment of the Company or thereafter.

All Confidential Information is and shall remain the property of the Company, or in the case of information that the Company receives from a third party which the Company is obligated to treat as confidential, then the property of such third party.

You shall not make or cause, directly or indirectly, to be made, any public statement, public announcement, press release or other disclosure to the press which is intended, or could reasonably

Suvision Holdings Pvt Ltd (CIN:U67120KA2008PTC047808)

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be expected, to have a detrimental effect on the Company or its businesses or operations, public image or reputation or its relations with customers, clients, partner suppliers, employees, lenders or other business associates.

You shall not discuss or reveal to anyone (directly or indirectly in any form or manner) any details of your engagement with the Company, including without limitation, nature of work, names or other details regarding the Company's clients, work processes and procedures, technology, compensation to you, payments and terms thereof by clients.

You shall not use/misuse Company trademark/logo/brand/name/goodwill or any relating to this other than stipulated purpose for which you are hired by the company without the written consent of the company.

**7. Non-Compete**

As a whole-time employee of company, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Company.

- 7.1 Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company. You are not permitted to engage in any other work for remuneration (part-time or otherwise) or work on advisory capacity during the Term, except with the written consent of the Director of the Company.
- 7.2 During the Term, you will not, directly or indirectly, individually or in combination or association with any other person or entity, whether as an officer, director, employee, shareholder, member, partner, joint venturer, sole proprietor, agent, independent contractor, consultant, advisor or otherwise, for pecuniary benefit, engage in or own (in whole or in part), manage, operate or otherwise carry on any business which competes with the Company. You agree and acknowledge that the Company reserves the right to take appropriate action against you for breach of this covenant.
- 7.3 Employee acknowledges and agrees that the restrictive covenants set forth in this section are necessary in order to protect and maintain the proprietary interests and other legitimate business interests of the Company and are reasonable in all respects.

**8. Non-Solicitation**

- 8.1 You acknowledge that the Company's competitive position depends to a great extent on its relationship with its clients and that as a function of your engagement, you will have communications with the Company's clients.





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- 8.2 You, directly or indirectly, shall not, during the Term and / or for a period of two (2) years thereafter, refer business from any client to any enterprise or business other than the Company or to any enterprise or business that is in direct competition with the Company business or receive commissions based on sales or otherwise from any client that is in direct competition with the Company & business, or any enterprise or business other than the Company.
- 8.3 You shall not, during the Term and / or for a period of two (2) years thereafter, directly or indirectly, solicit, hire, negotiate with, or contact any employee of the Company for the purpose of hiring them or causing them to terminate their employment relationship with the Company.
- 8.4 You shall not, during the Term and / or for a period of two (2) years thereafter entice or solicit any contractors/vendors away from their association with the Company.

#### 9. Termination and notice period

- 9.1 Employees who voluntarily resign from the Company are asked to serve notice period of 30 days from the resignation date. This resignation should be in writing and should briefly state the reason for leaving and the anticipated last day of work.
- 9.2 During the probationary period your appointment is liable to terminate without any notice and without assigning by reason thereof whatsoever.
- 9.3 Your services during the probationary period or after confirmation can be terminated if the performance is not up to the mark or as expected.
- 9.4 If your services are terminated for material breach of the terms herein, including but not limited to confidentiality obligations and intellectual property policy, your services may be terminated by the Company with immediate effect by giving you a written notice of termination without any liability to pay any compensation.
- 9.5 Unauthorized absence or absence without permission from duty for a continuous period of 2 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- 9.6 If you don't achieve minimum 40 hours of talk time in a month, your employment will be terminated effective 1st of the following month. However, your earned salary for the previous month will be paid.
- 9.7 **Full and final settlement schedule:** The full & final settlement will take appropriate time as mentioned below from your last working day (LWD) / last day of employment (LDE), subject to

Suvision Holdings Pvt Ltd | CIN L67120KA2008PTC0478081

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**closure of all financial and non-financial obligations**

- Employee resigns and serves the notice period then full and final settlement will happen in 7 days from LWD.
- Employee resigns and if company agrees to relieve immediately then full and final settlement will happen in 45 days from LWD. Employee resigns and denies serving the notice period then one month salary will get deducted.
- In-case of Termination - full and final settlement will happen in 45 days from LWD.
- Last salary - If the LWD/LDE falls after the 10th of the current month, you would receive your salary along with the full and final settlement. However, if the LWD/ LDE happen to be on or before the 10th of the current month, your previous & current month salary would be paid to you with your full and final settlement.

9.8 You have been offered the position on the good faith that all the information and documents provided by you at the time of employment are true and correct. If any information so provided is found to be false or fabricated, your services will be terminated by the Company without any prior notice and any liability to pay any compensation.

**- Credential or back-ground verification process**

As part of credential or back-ground verification process employer has the right to verify the credential provided by you, which include but not-limited to:

- Check genuineness of candidate's academic record
- Check the issuing authority is genuine and authorized
- Check accuracy of previous employment credentials e.g., designation, tenure, emoluments etc.
- Check existence and genuineness of the employer
- Address, medical record & police verification

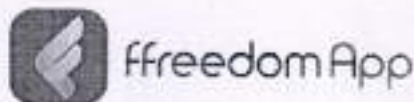
**- Your service shall be liable to be terminated**

- If you are found medically unfit or if you remain absent due to continued ill health you will have to undergo medical examination as per company's advice in such situation.
- By the company at any time without notice, if you are indulged in act of subordination, interference, corrupt practices, any misconduct, breach of trust, non-compliance with the administrative orders or provisions of service rules and regulations and conditions.
- By the company without notice if any time it has been found that the declarations or information including that given for seeking employment furnished by you proved to be false and/or misleading and/or it has been found that you had willfully suppressed any information to the company.
- By the company at any time if you are declared insolvent or convicted of any offense

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involving any moral turpitude or found suspected of or misappropriation of money or others assets of the company.

In case of breach of any of these conditions you shall be liable, in addition to termination of services to pay damages to the extent of loss suffered by the company. In case of default the company shall be entitled to withhold and appropriate your salary and other monetary benefits due to you till such times as the said amount are fully recovered.

#### 10. Employment Dispute Resolution

- 10.1 In the event of a dispute, the parties will attempt to resolve any personal grievance or employment relationship problem as close to the point of origin as possible and in consonance with the Company policy on employment dispute resolution.

#### 11. Defaults

- 11.1 If any action is brought to enforce the Company's rights or obligations under this Agreement, if the Company is the prevailing party in such action, then Company will be entitled to reimbursement from you all of its costs and expenses incurred in bringing or defending such action, including, without limitation, court costs and reasonable attorneys' fees and expenses. You acknowledge and agree that all of the Company's rights and remedies set forth in this. Agreements are cumulative and are in addition to all other rights and remedies available to the Company, at law, in equity or otherwise.
- 11.2 This offer is made under the condition that upon or before the date of formal on-board or the date on which the labor contract is signed with you whichever the earlier, you will have discharged your legal obligations under all past and present work engagement, contracts, education bonds and guarantees including any non-compete obligations or other restrictive covenants with any previous employer (collectively referred to as "Prior Obligations"). You warrant that your acceptance of this offer will not be in breach of Prior Obligations and you agree to indemnify our organization in respect of any loss or damage that our organization may suffer directly or indirectly from your breach of Prior Obligations. This letter supersedes any previous verbal discussions with you regarding your employment offer.

#### 12. Miscellaneous

- 12.1 This Appointment Letter will be governed by, construed in accordance with and interpreted under and consistent with the laws of India without regard to the choice of law provisions thereof. You agree that the courts in Bangalore, Karnataka, shall have the exclusive jurisdiction over all disputes



arising under this Appointment Letter.

12.2 All of the covenants, agreements and obligations contained in clause (Confidentiality), clause (Intellectual Property), clause (Non-competition), and clause (Non-solicitation) shall survive termination of this Agreement.

#### **Other Rules and Regulations**

It is clearly understood that you are employed mainly in FFA Sales L1 Capacity. You shall devote your whole time and attention to the work of the company and shall not engage in or occupy yourself with any other work or take up the services of any other Company concern or carry on any business on your own accord.

In case of your leaving the job or termination of the same in any way, your final accounts including terminal or retiral benefits can only be settled after you handover the charge to the person nominated by the company and delivery to him all documents, correspondence, information, notices, goods, stores, property, money and other various materials supplied to you by the company in the proper way suggested by us, failing this the company shall have the right to withhold the payment of your final dues.

This appointment letter is in the duplicate and if the above terms and conditions are acceptable to you please return the duplicate copy of the same duly signed by you. You are appointed on the conditions that you accept the stipulations and conditions stated above and the company will be at liberty to invoke the aforesaid clauses for the purposes stated in the respective clauses.

We would like to take this opportunity to wish you a long and successful career with us. With best wishes for a long and fruitful career with us,

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Sudheer CS', is written over a circular stamp or watermark.

Sudheer CS  
Chief Executive Officer  
Suvision Holdings Pvt. Ltd.

Suvision Holdings Pvt Ltd (CIN U67120KA2008PTC047805)

4<sup>th</sup> Floor, B Block, Brigada Software Park, Banashankari Stage II, Bengaluru 560070

☎ 080-69415400 🌐 ifreedom.com ✉ contact@ifreedom.com



ffreedom App

| Annexure - A                |   |   |
|-----------------------------|---|---|
| Cost to the Company         |   |   |
| Employee Name               | : | Puviarasu Subramaniam                       |
| Designation                 | : | Relationship Manager                        |
| Department                  | : | FFA Sales L1                                |
| <b>Particulars(Rs)</b>      | : | <b>Monthly</b> <b>Yearly</b>                |
| Gross Total CTC             | : | 22,000                              264,000 |
| Gross Fixed CTC             | : | 12,000                              144,000 |
| Gross Variable CTC          | : | 10,000                              120,000 |
| Detailed Break Up           |   |   |
| Basic                       | : | 6,000                              72,000   |
| HRA                         | : | 2,400                              28,800   |
| LTA                         | : | 0                                      0    |
| Conveyance                  | : | 0                                      0    |
| Employee Contribution to PF | : | 720                                  8,640  |
| Employer Contribution to PF | : | 817                                  9,799  |
| Professional Tax            | : | 200                                  2,400  |
| Attendance Allowance        | : | 3,000                              36,000   |
| Gratuity                    | : | 50                                    600   |
| Special Allowance           | : | 1,813                              21,761   |
| Variable*                   | : | 7,000                              84,000   |
| <b>Total CTC</b>            | : | <b>22,000</b> <b>264,000</b>                |

Note: 1)Any Tax liabilities arising out of the remuneration will be deducted as per the Income Tax rules and other statutory rules.

2)Employee will be eligible for Attendance allowances for 24 working days in a month. In case if employee don't work for minimum 24 days in a month, employee won't be eligible for Attendance allowances. Working days will be calculated based on the Talktime achieved.

3)Professional Tax will be applicable on Net Fixed salary > or =15,000

#### Annexure - B

Happy to inform you that you have been provided with work from home opportunity permanently considering the current pandemic situation. However, you will be required to report back to office when you are promoted

Suvision Holdings Pvt Ltd (CIN UB7120KJ2000APTC047818)

4<sup>th</sup> Floor, B Block, Brigade Software Park, Banashankari Stage II, Bengaluru 560070

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LAKSHMI PRECISION TOOLS LIMITED

Date: 06-04-23

Ref: LPT/HR/TRAINEE/ 193

Dear Mr / Ms *RAGURAM S.V.*

OFFER LETTER

With reference to your application and subsequence interviewers with us on *06.04.23* We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs *16,300* (Rupees *sixteen thousand three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMIN. OFFICE AND WORKS: Arasur - 641407 Coimbatore District India.  
Phone: (+ 91) 422 - 6173500  
Fax: (+ 91) 422 - 2360469  
E-mail: mktg@lptindia.com Web: www.lptindia.com  
Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India



Sopra Steria India Limited  
10th Floor, 100 Feet Road, Anna Nagar, Chennai - 600 022  
T: +91 44 2233 1111  
F: +91 44 2233 1111  
www.soprasteria.in

Subject: Letter of Intent

Dear Ramji,

Congratulations!

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

This is an indicative offer, and we expect to release the formal appointment letter upon your joining our organization subject to your acceptance of the terms of appointment and completion of prescribed formalities at the time of joining.

The brief terms of employment are mentioned below. The detailed terms and conditions document will form part of your Appointment letter.

1. Your job title will be **Engineer Trainee**.
2. Your compensation would be **INR 6,00,000** per annum. Break-up of the Annual Salary will be given to you in your Appointment Letter at the time of joining.
3. Your contractual base will be **Chennai** and your initial place of work will also be **Chennai**. However, the Company reserves the right to change your place of work to any location, within its Group companies, in India or Europe depending upon business requirements.
4. This Letter of Intent is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks.
5. On joining, you will be required to execute a bond of INR 2,00,000, along with a surety, to serve the Company for a minimum period of 36 months (exclusive of notice period, if any).

The Company reserves the right to change/modify/cancel the terms and conditions of employment, as it deems fit, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The company further reserves the right to conduct a third-party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination.

The validity of this offer is subject to your joining us on or before **August'23**.

Please sign the duplicate copy of this Letter of Intent and return it to us as way of acknowledgement and acceptance of its terms.

We look forward to your joining our organization at the earliest.

Regards,

For Sopra Steria (India) Limited

Authorized Signatory

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)

Erode - 638 052,

Accepted and Confirmed

Name: RAMJI, P

Father's Name : PALANISAMY, S

Signature: P. Ramji

Date : 15/09/2022

Contact Details: +91 9789017565

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive. specific details will be in the Offer Letter**

"This is an electronically generated document does not require signatures"

*P. Ramji*





30 June, 2023

Ramya Vellingiri  
Email ID: ramyamaheswari1302@gmail.com  
Phone: +91 9361771421

Dear Ramya Vellingiri,

We are excited to welcome you to Maveric Systems.

Started in 2000, Maveric Systems is a niche, domain led, BankTech specialist.

We partner with global banks to solve their business challenges through emerging technology. Our 3000+ technology specialists and proven frameworks help our customers navigate a rapidly changing environment.

We accelerate digital transformation in retail, corporate and wealth management through –

- Inherent banking domain strength
- A customer intimacy led delivery model.
- Differentiated talent with layered competency (deep domain knowledge and tech leadership)

We have specialized competencies across Data, Digital, Core Banking and Quality Engineering. Through our commitment to finding the best solutions for customers, we have been able to establish ourselves as trusted partners to many global banks who expect us to deliver their challenging digital transformations.

We welcome you to join us in our Maveric 4.0 journey, where, by 2025, we aim to be one of the top 3 BankTech specialists transforming digital ecosystems globally in the retail, corporate and wealth management space.

**What is in it for you?**

- Scale Driven Opportunities
- Direct Customer Facing Engagement Opportunities
- Steep Learning Curve in the Banking domain

We look forward to seeing you onboard.

You can count on us to **Accelerate Your Next.**

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



Please take time to carefully understand the remaining contents of this letter relating to your employment:

**Designation: Test Associate**

**Training & Probation Period:**

You will be on training during your probation for a period of 6 months from the date of joining. During the training, if you fail to meet the minimum required performance, you will be disqualified from the training. Your performance in the training during the probation period will be monitored and assessed, and necessary corrective actions will be taken from time to time. You are expected to be at your best behavior and performance always. On successful completion of the training and probation period, your services will be deemed confirmed, unless you receive prior intimation to the contrary.

**Base Location:**

Your base location will be **Chennai**.

**Reporting:**

You will be reporting to **Aishwarya Gunasekaran, Manager** at Maveric Systems on your date of joining and in the initial period prior to being assigned to a project.

**Compensation:**

Your Annual Compensation would be **INR 3,10,000 (Rupees Three Lakhs Ten Thousand Only) Per annum** paid in arrears on the last day of each month. The Proposed Salary Structure is given in Annexure – 1. Your compensation will be revised to **INR 3,50,000 (Rupees Three Lakhs Fifty Thousand Only) Per annum**, and you will be redesignated as **Test Engineer** after your first performance appraisal in October 2024, subject to a satisfactory performance.

**Date of joining:**

You will join Maveric Systems on **03 July, 2023** at our Office. An appointment letter would be issued with the actual date of joining post completion of joining formalities. You need to carry the following documents on the first day at work.

- Photocopies of all education certificates (Mark sheets of 10th, 12th, UG, PG (if applicable), and the Degree certificates of UG and PG (if applicable)
- Photocopies of the Passport, Aadhar Card and PAN Card
- 8 passport size color photographs (on a white or grey background)
- Marriage Certificate (if applicable)

**These documents are mandatory to complete the joining formalities without which your employee ID will not be generated.**



Name: Ramya Vellingiri

Designation: Test Associate

Annexure i: CTC Structure

FIXED COMPENSATION STRUCTURE

| ALLOWANCES                       |                  |                    |
|----------------------------------|------------------|--------------------|
| A. MONTHLY ALLOWANCES            | PER MONTH        | ANNUAL             |
| BASIC                            | 10,333.00        | 1,24,000.00        |
| HRA/LEASE AMOUNT                 | 5,167.00         | 62,000.00          |
| CONV. ALLOWANCE                  | 1,600.00         | 19,200.00          |
| MEDICAL REIMBURSEMENTS           | 1,250.00         | 15,000.00          |
| STATUTORY BONUS                  | 1,400.00         | 16,800.00          |
| SPL ALLOWANCE                    | 3,516.00         | 42,189.00          |
| <b>Total</b>                     | <b>23,266.00</b> | <b>2,79,189.00</b> |
| CONTRIBUTIONS                    |                  |                    |
| B. ANNUAL LIMITS / CONTRIBUTIONS | PER MONTH        | ANNUAL             |
| MEDICAL INSURANCE                | -                | 3,250.00           |
| GRATUITY                         | -                | 5,961.00           |
| C . C . P . F                    | 1,800.00         | 21,600.00          |
| <b>Total</b>                     | <b>1,800.00</b>  | <b>30,811.00</b>   |
| <b>Grand Total (CTC)</b>         |                  | <b>3,10,000.00</b> |

## Flexible Benefit Plan

### Structure Your Compensation the Right Way with Maveric FBP Plan

#### Flexible Benefit Plan (FBP):

To better suit your needs, FBP provides flexibility to you in structuring your compensation with the objective of making it more tax-friendly by opting components that are beneficial to you. FBP is composed of the following components. You are eligible to choose components/benefits based on your choice and level /Grade.

a) Sodexo Meal Card:

Maveric has collaborated with Sodexo to provide Meal card for you. Sodexo has partnered with more than 4000+ vendors across India for an exhaustive acceptance of the card. This card can help you with the purchase of Food, Non-Alcoholic beverages and groceries. This card will be loaded every month along with monthly payroll and there is no requirement for bill submission.

Maximum entitlement of INR 36,000 per annum is applicable under this benefit.

b) Health and Wellness:

This benefit enables you to claim for expenses related to Health club, Gym membership, Yoga, Zumba, Sports activity membership, and similar facilities. Purchase of equipment related to sports, gym & any other aforesaid activities will not be considered. You can claim up to a maximum amount of INR 24,000 per annum which will be reimbursed on submission of bills.

c) Communication:

This benefit enables your communication needs and can help you claim expenses of your Landline, Mobile and Broadband/Dongle expenses.

You can claim up to a maximum amount of INR 48,000 per annum which will be reimbursed post submission of bills.

d) Leave Travel Allowance:

You can claim expenses incurred during your travel under the LTA entitlement. In a block of 4 years the LTA benefit can be availed 2 times.

You can claim a maximum amount of up to INR 1,00,000 per annum based on your level/grade.

e) Fuel Reimbursement:

Everyday office commute expense can get tricky but with Maveric's fuel reimbursement plan, you can claim up to a maximum amount of INR 28,800 per annum on purchase of fuel for two/four-wheeler for office commutation.

f) Books & Periodicals:

If you are a bibliophile or just love reading, you can purchase books, periodicals, journals & Newspapers and can claim up to a maximum amount of INR 24,000 per annum as reimbursement.



#### **Notice Period: Termination**

Your employment with the Company can be terminated by giving Ninety days' notice in writing from either side. Maveric Systems' disengagement policy mandates you to provide notice of at least three months (even during the probation period) in case of deciding to resign from the services. However, it is the sole discretion of the company to decide on the last working day. Full attendance is mandatory during the notice period, failing which the company may extend the notice period. In the event of any discrepancy, untrue information found in your application form or resume, negative background verification report, willful neglect of your duties, breach of trust, or gross indiscipline, Maveric Systems has the discretion to terminate your services without any notice or without any payment in-lieu of notice period.

#### **Work Hours:**

You would be expected to work regular office hours (9 AM to 5:30 PM, Monday- Friday)

#### **Transferability:**

Maveric has multi geography delivery focus. This requires you to be open to taking up project-based engagements outside your home base and be open to transfers to other Maveric operations/ client locations.

#### **Vacation:**

You are eligible for 20 days of paid leave for every calendar year (Jan to Dec), prorated based on your date of joining. Please refer to our leave policy upon joining for further details.

#### **Non- Circumvention:**

You will not approach or induce/assist any other individual to approach any client of Maveric Systems, to sell testing or any other allied services for a period of 12 months from the date of separation from services to Maveric Systems in India or any other location that was assigned as your target market. To communicate this understanding in more formal terms, please find enclosed a separate Maveric Non-Circumvention Agreement. You are required to read the contents carefully and sign a copy of the same on your date of joining.

#### **Confidentiality:**

As an employee, you will be privy to information pertaining to Maveric Systems and its Clients business from time-to-time. You will maintain confidentiality in all such information that you gain while in employment. To communicate this understanding in more formal terms, you will be provided a separate Maveric System Non-Disclosure Agreement. You are required to read the contents carefully and Sign a Copy of the same on your date joining.

#### **Offer Conditions:**

Maveric Systems offer of employment is strictly conditional upon receipt of:

- a) A signed copy of this letter as acceptance of the terms of employment, on or before the prescribed date.
- b) Satisfactory references
- c) Confirmation of your qualifications and achievements (without any Arrears)
- d) Confirmation of work experience / qualification in the background verification. Should the background verification check fail at any point in time (even post joining), the offer will stand void or revoked, and the employment will be terminated.
- e) During the term of your employment, you shall not engage in any other work which includes contracted assignment or freelancing, consulting services or any other employment for which you receive remuneration. Violation of this clause will be considered as material breach and Maveric shall terminate you at its own discretion including but not limited to claiming of damages caused by you.



You agree that your employment with Maveric will be full time employment as defined under Shops and Establishment Act 1948, Industrial disputes Act 1947 or any other regulatory conditions as applicable and as amended from time to time.

If the above offer meets your expectations, you are requested to confirm your acceptance by returning the attached acknowledgment copy duly signed on, or before 03 July, 2023, failing which this offer will lapse.

I take this opportunity to welcome you to Maveric once again and trust you will have a rewarding experience!

Sincerely,

Read and Accepted:

**Krishnakumar Ramachandran**  
Vice President-Talent Leadership  
Date: 30 June, 2023

**Ramya Vellingiri**  
Date:

**Annexure:**

- i. Breakup of annual CTC
- ii. Flexible Benefit Plan



30 June, 2023

Ramya Vellingiri  
Email ID: ramyamaheswari1302@gmail.com  
Phone: +91 9361771421

Dear Ramya Vellingiri,

We are excited to welcome you to Maveric Systems.

Started in 2000, Maveric Systems is a niche, domain led, BankTech specialist.

We partner with global banks to solve their business challenges through emerging technology. Our 3000+ technology specialists and proven frameworks help our customers navigate a rapidly changing environment.

We accelerate digital transformation in retail, corporate and wealth management through –

- Inherent banking domain strength
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- Differentiated talent with layered competency (deep domain knowledge and tech leadership)

We have specialized competencies across Data, Digital, Core Banking and Quality Engineering. Through our commitment to finding the best solutions for customers, we have been able to establish ourselves as trusted partners to many global banks who expect us to deliver their challenging digital transformations.

We welcome you to join us in our Maveric 4.0 journey, where, by 2025, we aim to be one of the top 3 BankTech specialists transforming digital ecosystems globally in the retail, corporate and wealth management space.

What is in it for you?

- Scale Driven Opportunities
- Direct Customer Facing Engagement Opportunities
- Steep Learning Curve in the Banking domain

We look forward to seeing you onboard.

You can count on us to *Accelerate Your Next*.

  
**PRINCIPAL**  
 Nandha Engineering College  
 (Autonomous)  
 Erode - 638 052.



Please take time to carefully understand the remaining contents of this letter relating to your employment:

**Designation:** Test Associate

**Training & Probation Period:**

You will be on training during your probation for a period of **6 months from the date of joining**. During the training, if you fail to meet the minimum required performance, you will be disqualified from the training. Your performance in the training during the probation period will be monitored and assessed, and necessary corrective actions will be taken from time to time. You are expected to be at your best behavior and performance always. On successful completion of the training and probation period, your services will be deemed confirmed, unless you receive prior intimation to the contrary.

**Base Location:**

Your base location will be **Chennai**.

**Reporting:**

You will be reporting to **Aishwarya Gunasekaran, Manager** at Maveric Systems on your date of joining and in the initial period prior to being assigned to a project.

**Compensation:**

Your Annual Compensation would be **INR 3,10,000 (Rupees Three Lakhs Ten Thousand Only) Per annum** paid in arrears on the last day of each month. The Proposed Salary Structure is given in Annexure – 1. Your compensation will be revised to **INR 3,50,000 (Rupees Three Lakhs Fifty Thousand Only) Per annum**, and you will be redesignated as **Test Engineer** after your first performance appraisal in October 2024, subject to a satisfactory performance.

**Date of joining:**

You will join Maveric Systems on **03 July, 2023** at our Office. An appointment letter would be issued with the actual date of joining post completion of joining formalities. You need to carry the following documents on the first day at work.

- Photocopies of all education certificates (Mark sheets of 10th, 12th, UG, PG (if applicable), and the Degree certificates of UG and PG (if applicable)
- Photocopies of the Passport, Aadhar Card and PAN Card
- 8 passport size color photographs (on a white or grey background)
- Marriage Certificate (if applicable)

These documents are mandatory to complete the joining formalities without which your employee ID will not be generated.





**LAKSHMI PRECISION TOOLS LIMITED**

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 128

Dear Mr / Ms SAKTHIVEL . P.

OFFER LETTER

With reference to your application and subsequence interviewers with us on 06.04.23 We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. 16,300 (Rupees sixteen thousand three hundred only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: mktg@lptindia.com Web: www.lptindia.com  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





Dec-2022

**Mr. Sanjay A**  
34/4 Murugaesan nagar,  
Venesh Colony, Kumalan Kuttai,  
Erode-638011

**Dear Sanjay,**

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

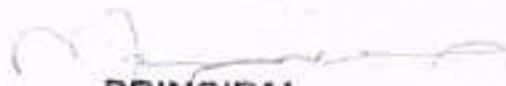
You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1.

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

AVA Software Pvt. Ltd.,  
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130  
Website: <http://www.avasoft.com>



#### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

#### **Conflict of interest Guidelines.**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

#### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

#### **Working Hours**

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

---

**AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



#### Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

#### Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

#### Termination & Recovery

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

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#### **AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

**Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

**Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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**AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Jeyasree", is written over a horizontal line.

Jeyasree Sankaran

Human Resources

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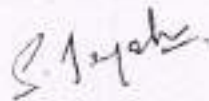
**AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>

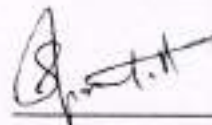
| A – Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B – Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| LTA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C- Retirals</b>              |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,



Jeyasree Sankaran  
Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Sanjay A  
Trainee Engineer



VINTORIX

Date: 03.02.2023

To: SATHYA RAJENDRAN



**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE**

Dear SATHYA RAJENDRAN,

With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER - TRAINEE effective September 2023 at our organization.

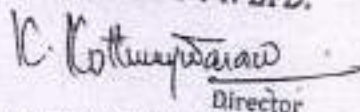
Your salary would be,

0 - 15 Months - Rs. 22,000 (Twenty-Two Thousand Only) Per Month.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

To accept our offer, please sign and date in this offer letter as indicated your name below and email ([hr@vintorix.com](mailto:hr@vintorix.com)) it back to us before 28<sup>th</sup> February, 2023.

For VINTORIX PVT. LTD.




Director

(PRAKASH RAMALINGAM)

DIRECTOR - VINTORIX PVT LTD



PRINCIPAL  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



10.02.2023

(SATHYA RAJENDRAN)

33 52 74

**Gmail** Search in mail

Compose

**Inbox** 645

Starred

Snoozed

Important

Sent

Drafts

More

Labels +

- Follow up
- CTS 2019-20
- Misc
- Priority

← [Icons] 8 of 21,017

**Greetings from Mphasis Campus Hiring Team!**

Thank you for the support provided to conduct Mphasis Campus Hiring Process. Kindly find below the details of the final selects. Please share the Acceptance status of the conditional offer by the candidate by mentioning "Accepted/Declined" and if declined, please state the reason for the same against each candidate.

| SL NO | Candidate Complete Name  | Contact Number | Email ID                           | College Name                        |
|-------|--------------------------|----------------|------------------------------------|-------------------------------------|
| 1     | Ashwin S R               | 8667004100     | ashwin_19cs004@nandhaengg.org      | Nandha Engineering College, Erode   |
| 2     | Dhamo@haran Ps           | 6374726131     | dhamo@haranes305@gmail.com         | Nandha Engineering College, Erode   |
| 3     | Dhatchayan               | 9360176635     | dhatcha2424@gmail.com              | Nandha College of Technology, Erode |
| 4     | Iruthayaraj Richardson P | 9360247242     | rcharidvadekulam@gmail.com         | Nandha Engineering College, Erode   |
| 5     | Mohamed Hamil G          | 8668079379     | hamilgmohamed.kk@gmail.com         | Nandha Engineering College, Erode   |
| 6     | Nafreen Banu N           | 8072145921     | nafreenbanusse@gmail.com           | Nandha College of Technology, Erode |
| 7     | Savitha P S              | 6382380912     | savithasubramaniam01@gmail.com     | Nandha Engineering College, Erode   |
| 8     | Sekar                    | 7708559160     | sekarsekarlayarva@gmail.com        | Nandha College of Technology, Erode |
| 9     | Sharmila N               | 9360092599     | sharmilanatarajan06@gmail.com      | Nandha College of Technology, Erode |
| 10    | Tamilarasan M            | 8056595192     | tamilarasan_19cs106@nandhaengg.org | Nandha Engineering College, Erode   |

Please note that the tentative timelines for onboarding the selected candidates as mentioned on the ID is between June 2023 to July 2024 and it is subject to change as per Mphasis's discretion.

Best Regards

*[Signature]*  
**PRINCIPAL**  
 Nandha Engineering College  
 (Autonomous)  
 Erode - 638 052.

16-Mar-2023

Ms. Simin Fathima S  
Nandha Engineering College

Dear Simin Fathima,

**SUB: Our offer for the position of Trainee**

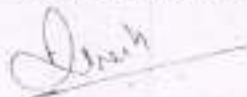
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

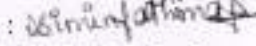
Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.


**For Aspire Systems (India) Private Limited**



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :   
Name : Simin Fathima S  
Date : 18.03.2023



**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



*Sowndhar P.*

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20229723746/Chennai**  
**Date: 24/11/2022**

Mr. Sowndhar P  
183, Maariamman Kovil Street, Thasampalayam,  
Thasampalayam,  
Gobichettipalayam-638476,  
Tamilnadu.  
Tel# -

Dear Sowndhar P,

**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 assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of **upto Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20229723746**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallor, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode - 638 052.**



Interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**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: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**LAKSHMI PRECISION TOOLS LIMITED**

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 168

Dear Mr / Ms *SRIDHAR .S*

**OFFER LETTER**

With reference to your application and subsequence interviewers with us on *06.04.23* We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,200* (Rupees *sixteen thousand Three hundred only*) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
Phone: (+ 91) 422 - 6173500  
Fax: (+ 91) 422 - 2360469  
E-mail: [mktg@lptindia.com](mailto:mktg@lptindia.com) Web: [www.lptindia.com](http://www.lptindia.com)  
Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





Ref Code: ILM/CI/2023-2024/780

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Sri Kanth M

Date: 24-02-2023


Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty - Communicative English" under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

ILM/CI/EML/23-24/003/1.1

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)

Page 1 of 6

# 48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, 638 052, Bangalore-560 004.  
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com



Ref Code: ILM/CI/2023-2024/780

**b) Academic and Career Growth:**

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

### Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.





Ref Code: ILM / CI / 2023-2024 / 780

## Financial Growth

### Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.  
B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

### Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.



Ref Code: ILM/CI/2023-2024/780

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

### Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10<sup>th</sup> standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.



Ref Code: ILM/CI/2023-2024/780

You are required to send us your acceptance letter of the above terms and conditions on or before 31-03-2023 along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our HR-Dept on 080 - 42181313 / 26606816 / 26606846.

Note: Even though the last date for acceptance is set as 31-03-2023, you are advised to send your acceptance letter as soon as possible. ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.

With Best Wishes

Ghouse Pasha  
HRD - Recruitment and Operations



Ref Code: ILM/CI/2023-2024/780

| Annexure - 1  |          |
|---|----------|
| CTC Breakup Per Month   |          |
| CTC   | ₹ 21,000 |
| <b>Breakup of the Compensation</b>  |          |
| Basic + VDA   | ₹ 16,261 |
| Special Allowance   | ₹ 946    |
| Performance Based Incentives *  | ₹ 0      |
| Gross Earnings (1)  | ₹ 17,207 |
| <b>Deductions</b>   |          |
| Professional Tax  | ₹ 200    |
| ESI Contribution  | ₹ 130    |
| PF Contribution (Savings)   | ₹ 1,800  |
| <b>ILM's Contribution</b>   |          |
| ESI Contribution  | ₹ 560    |
| PF Contribution (Savings)   | ₹ 1,800  |
| Bonus (will be paid in / after April)   | ₹ 1,433  |
| Total (2)   | ₹ 3,793  |
| Take Home   | ₹ 15,077 |
| Total CTC (1) + (2)   | ₹ 21,000 |
| <b>Note:</b>  |          |
| 1. You will be provided free standard outstation accommodation at your place of posting.  |          |
| 2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).  |          |
| 3. * Performance Based Incentives - Variable component based on your performance.<br>(Between ₹ 500/- & ₹ 2000/- per month)   |          |
| 4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month) |          |

ILM/F/023/1.0

ILM/CI/EML/23-24/003/ 1.1

Page 6 of 6

# 48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.  
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

www.ilmindia.com www.ilm-india.com



10.02.2023

*G. Stephan*

**Mr. Steephanraj G**

**Sub: Offer Letter**

Dear **Mr. Steephanraj G**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode - 638 052.**

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com

Subasri S



13.02.2023

**Ms. Subasri S**

**Sub: Offer Letter**

Dear **Ms. Subasri S**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,44,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to be "S.K." or similar initials.

**Samit Kumar Kapat**

**Branch Manager-Bangalore**

A handwritten signature in black ink, appearing to be "M. Nandha" or similar.

**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode - 638 052.**

#35/9, 3<sup>rd</sup> floor, 11<sup>th</sup> Main Road, Jayanagar 4<sup>th</sup> T Block,  
Bangalore - 560 011. Tel: 080 - 41999998, Email: info@imatiz.com



☎ +91 8667743333  
 ☎ +91 8667743333  
 🌐 [www.vintorix.com](http://www.vintorix.com)  
 📧 [hr@vintorix.com](mailto:hr@vintorix.com)  
 📍 Vintorix Private Limited  
 Block 2A, 2<sup>nd</sup> Floor, Gateway 100+ Parks,  
 GST Road, Perungudi, Chennai  
 Address - 600091, Tamil Nadu



Date: 03.02.2023

To: THANIGAI VENDAN C J

**Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE**

Dear THANIGAI VENDAN C J

With respect to your application and the subsequent interview, we are pleased to offer you the position of **JUNIOR SOFTWARE ENGINEER - TRAINEE** effective September 2023 at our organization.

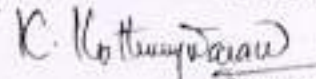
Your salary would be,

0 - 15 Months - Rs. 22,000 (Twenty-Two Thousand Only) Per Month.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

To accept our offer, please sign and date in this offer letter as indicated your name below and email ([hr@vintorix.com](mailto:hr@vintorix.com)) it back to us before 28<sup>th</sup> February, 2023.

For VINTORIX PVT. LTD.

  
 Director

**PRINCIPAL**  
 Nandha Engineering College  
 (Autonomous)  
 Erode - 638 052.

C.J. Thanigai  
 (10.02.2023)

(PRAKASH RAMALINGAM)

DIRECTOR - VINTORIX PVT LTD

| C.J. THANIGAI VENDAN



07 Mar 2023

FMP No : AID001918

NAME - N.VARSHINI

Employment offer

With reference to your application and recent interview with **AGTRS IDART PRIVATE LIMITED**

We are pleased to offer you the following.

**JOB TITLE : TECHNICAL ANALYST**  
**CATEGORY : SCALE 1**  
**GRADE : A**

- Probation period - 3 Months (90 Days)
- After completion of probation period your salary package Will be fixed per annum - 2,16,000 ₹.

The detailed break - up of your compensation and other terms and conditions of your employment and enclosed

You will be based at **COIMBATORE HO**

We look forward to having you on board by **07 Mar, 2023,**

We are an equal opportunity employer and advancement of employees of the company is a function of their abilities and performances. We place a lot of emphasis on ethical business conduct and believe that development of employees is a shared responsibility. We provide the means for employees to enhance their capabilities and knowledge and employees are expected to optimally utilize these opportunities.

We look forward to having you on board and can promise you an exciting career ahead

Yours sincerely,

For

**AGTRS IDART PRIVATE LIMITED**

For AGTRS IDART PRIVATE LIMITED

HR MANAGER (COIMBATORE HO)

HR Manager - Regular scope

**PRINCIPAL**  
**Nandha Engineering College**  
**(Autonomous)**  
**Erode - 638 052.**





AGTRS IDART PRIVATE LIMITED

Pioneer in Service

TAMILNADU • KERALA • ANDHRA PRADESH • PONDY



## HEARTY CONGRATULATIONS!

Dear : N.VARSHINI

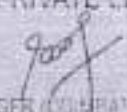
It gives me immense delight to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. I am sure that you would definitely want to build a longer association with us, which will in turn offer you exciting and challenging career opportunities to grow and develop your selves. We have made necessary arrangements to facilitate a smooth cross over into our system and in case you need help, please feel free to contact us at [info@idartpvtltd.in](mailto:info@idartpvtltd.in), [hr@idartpvtltd.in](mailto:hr@idartpvtltd.in), [admin@idartpvtltd.in](mailto:admin@idartpvtltd.in) the details of the offer of appointment are annexed.

Once again hearty congratulations on your achievement. Wishing you all success and a wonderful life ahead...!

Wish you all success.

HR MANAGER

For AGTRS IDART PRIVATE LIMITED

  
HR MANAGER (COIMBATORE) For

AGTRS IDART PVT LTD



**LAKSHMI PRECISION TOOLS LIMITED**

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 181

Dear Mr / Ms VASANTHAN . S.

**OFFER LETTER**

With reference to your application and subsequent interviews with us on 06.04.23.. We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. 16,300 (Rupees Sixteen Thousand Three hundred only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur - 641407 Coimbatore District India.  
Phone: (+ 91) 422 - 6173500  
Fax: (+ 91) 422 - 2360469  
E-mail: mktg@lptindia.com Web: www.lptindia.com  
Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India



M

**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: venkatesan007venkat@gmail.com <venkatesan007venkat@gmail.com>

Thu, Oct 13, 2022 at 1:35 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Venkatesan,

*N. Venkat*

Congratulations!

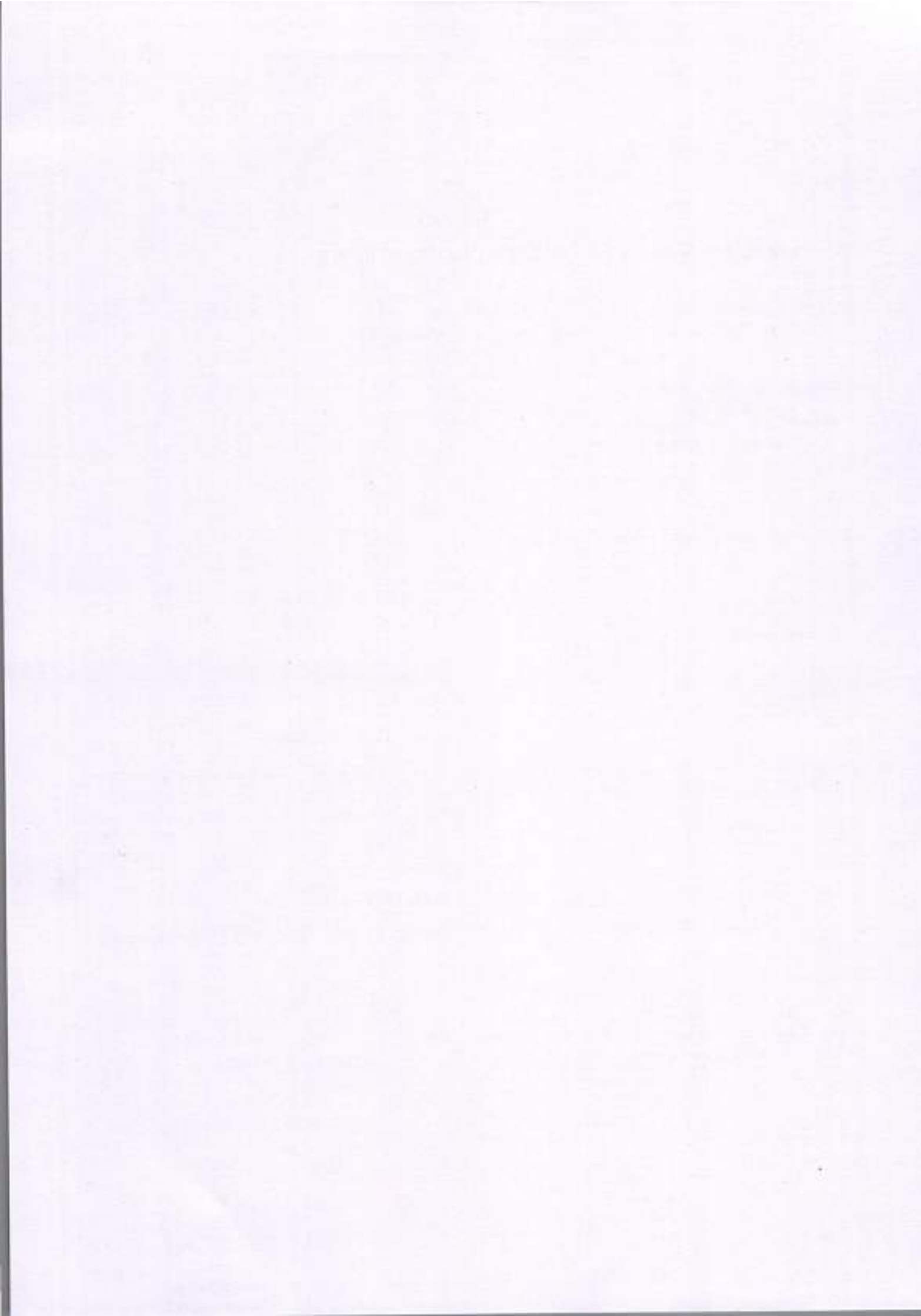
We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

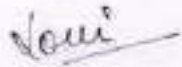
Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

*N. Venkat*  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

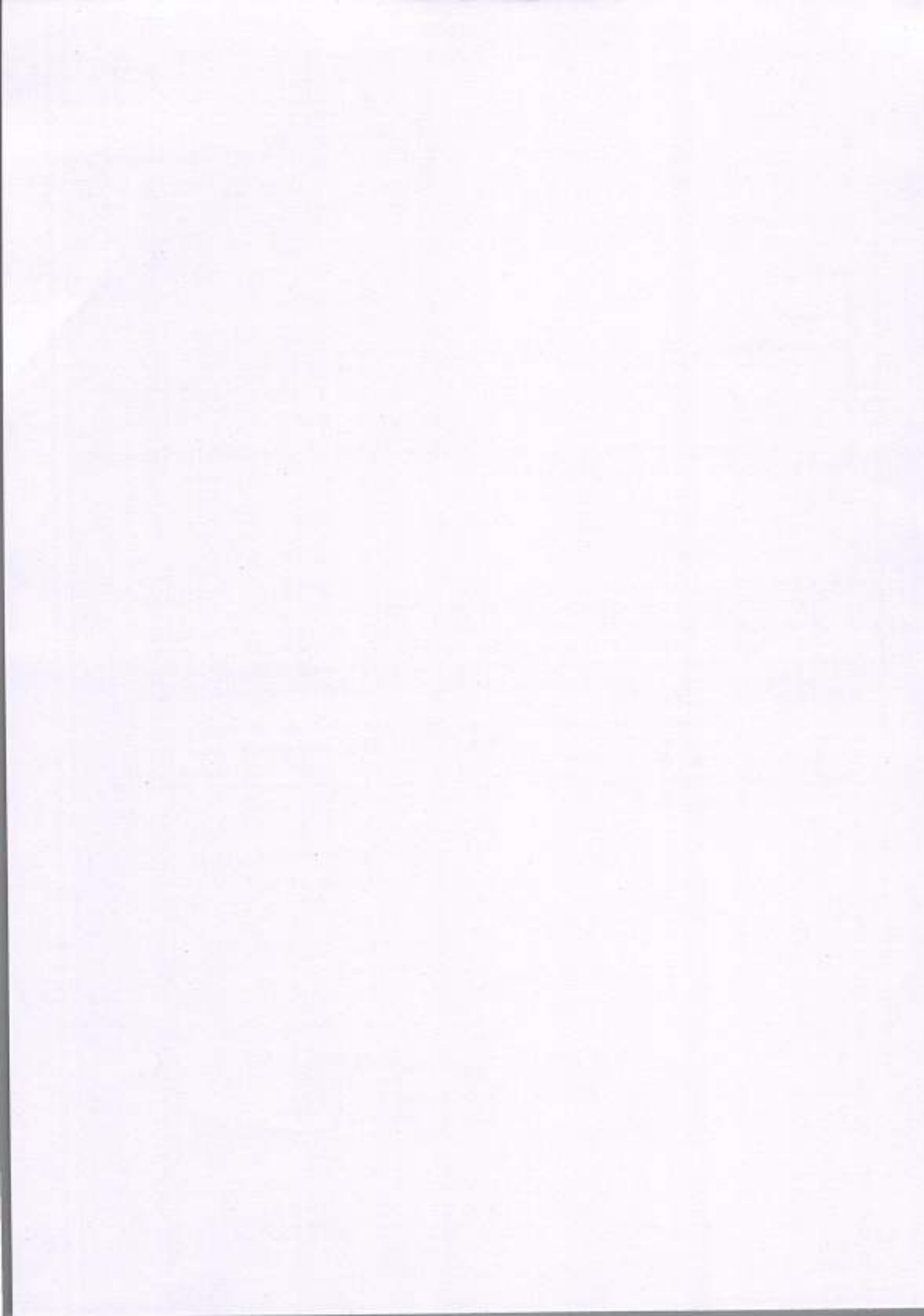


Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.  
DXC Technology Company -- This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content, this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.




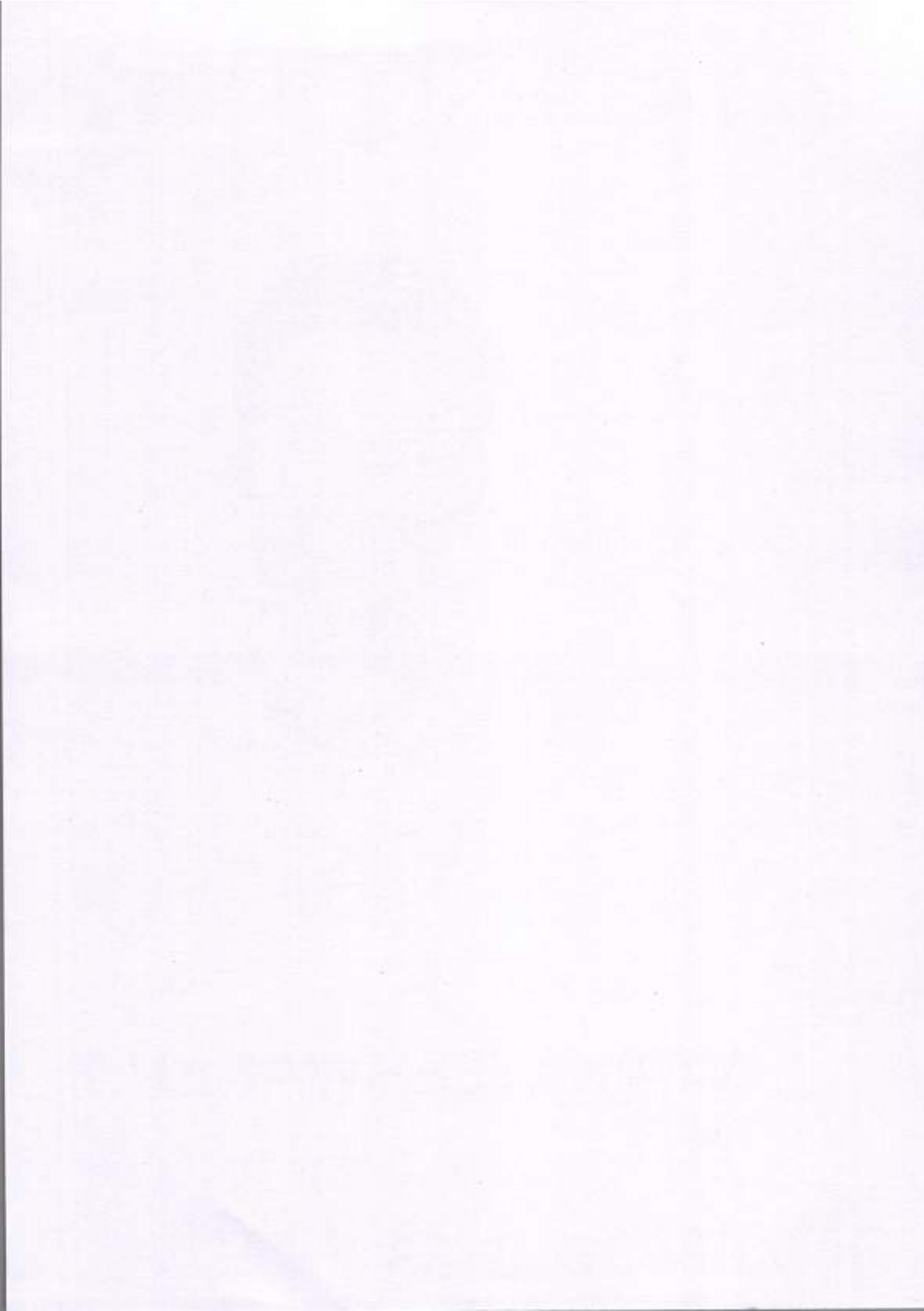


**VENKATESHWARAN.T**

**O+**

**8248918123**

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.





27/02/2023

## Letter of Intent –Free Training and Placement under CSR

Dear VIKASH D (Nandha Engineering College)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (February) 01/03/2023 Course Duration (3.5 month)

The Mode of Training will be Online – Using Zoom App.

The Training will be conducted every day between 6:00 PM to 7.30 PM.

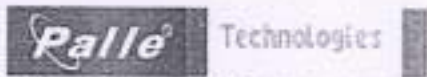
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



**LEADERS IN TECHNOLOGY TRAINING**

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

---

Mandatory Requirements while joining:

- (1) Student has to send a photo copy of his or her X, XII mark sheets
- (2) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (3) Student has to send photo copy of Aadhar card
- (4) Student has to send photo copy of college ID proof
- (5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,

S Harkrishna  
HR- Tech Hiring Manager  
Palle Technologies

11:22



4G



79

88 93



## CAMPUS INTERVIEW RESULT -



reg Inbox



Sakthivel S 11:03 am

to HeadSip, me, Ganesh



Dear Sir ,

With reference to campus interview on 24.04.2023 at Nandha Engineering College, Erode we would like to confirm the selected students and their department of hiring. Please find the attached name file for the selected list.


Selected students should report to the company for joining on 02.05.2023 with following documents,

- 1.Aadhaar Copy
2. Pan copy
- 3.Bank Passbook copy
- 4.Photo 2 nos
- 5.Education certificates copy.

Kindly confirm the same.

Thanking you ,

With regards,  
D.Vignesh

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



| S.NO | NAME              | DEPARTMENT | SELECTED DEPARTMENT       |
|------|-------------------|------------|---------------------------|
| 1    | M.PRAVEENKUMAR    | MECHANICAL | CNC OPERATOR TRAINEE      |
| 2    | G.VIJAYPRASANTH   | MECHANICAL | CNC OPERATOR TRAINEE      |
| 3    | D.G.GIRI          | MECHANICAL | CNC OPERATOR TRAINEE      |
| 4    | G.VIJAYKUMAR      | MECHANICAL | CNC OPERATOR TRAINEE      |
| 5    | C.V.BHARATH       | MECHANICAL | CNC OPERATOR TRAINEE      |
| 6    | P.DHARANEESH      | MECHANICAL | CNC OPERATOR TRAINEE      |
| 7    | V.V.ARAVINDHKUMAR | MECHANICAL | CNC OPERATOR TRAINEE      |
| 8    | C.GOKULAN         | MECHANICAL | CNC OPERATOR TRAINEE      |
| 9    | ANSAR MUBEEN      | MECHANICAL | CNC OPERATOR TRAINEE      |
| 10   | S.JIVINKUMAAR     | MECHANICAL | CNC OPERATOR TRAINEE      |
| 11   | K.MOHANRAJ        | MECHANICAL | CNC OPERATOR TRAINEE      |
| 12   | MULEESHWARAN      | MECHANICAL | CNC OPERATOR TRAINEE      |
| 13   | K.NAVEENKUMAR     | MECHANICAL | CNC OPERATOR TRAINEE      |
| 14   | T.ARUNKUMAR       | MECHANICAL | CNC OPERATOR TRAINEE      |
| 15   | V.MEINATHAN       | MECHANICAL | CNC OPERATOR TRAINEE      |
| 16   | K.LOGESHKUMAR     | MECHANICAL | CNC OPERATOR TRAINEE      |
| 17   | S.DINESH          | MECHANICAL | CNC OPERATOR TRAINEE      |
| 18   | K.KAMBAN          | MECHANICAL | CNC OPERATOR TRAINEE      |
| 19   | R.IJAZ AHAMED     | MECHANICAL | CNC OPERATOR TRAINEE      |
| 20   | C.GUNASEKAR       | MECHANICAL | CNC OPERATOR TRAINEE      |
| 21   | B.SABARINATHAN    | MECHANICAL | CNC OPERATOR TRAINEE      |
| 22   | S.SAKTHIVEL       | MECHANICAL | CNC OPERATOR TRAINEE      |
| 23   | L.VISHNUPRASATH   | MECHANICAL | CNC OPERATOR TRAINEE      |
| 24   | N.PRADHAP         | MECHANICAL | CNC OPERATOR TRAINEE      |
| 25   | N.NAVEEN          | MECHANICAL | CNC OPERATOR TRAINEE      |
| 26   | R.ARUNVASS        | MECHANICAL | CNC OPERATOR TRAINEE      |
| 27   | S.JAGADEESH       | MECHANICAL | QUALITY INSPECTOR TRAINEE |
| 28   | B.HARIHARAN       | CHEMICAL   | QUALITY INSPECTOR TRAINEE |
| 29   | M.MADHAVAN        | CHEMICAL   | QUALITY INSPECTOR TRAINEE |
| 30   | A.VIJAYANAND      | CHEMICAL   | QUALITY INSPECTOR TRAINEE |
| 31   | A.HARIHARAN       | CHEMICAL   | QUALITY INSPECTOR TRAINEE |
| 32   | K.RAJESHWARAN     | CHEMICAL   | QUALITY INSPECTOR TRAINEE |
| 33   | RAJESHKUMAR       | CHEMICAL   | QUALITY INSPECTOR TRAINEE |
| →34  | YOGANATHAN        | ECE        | MAINTENANCE TRAINEE       |
| 35   | R.KAVINRAJ        | ECE        | MAINTENANCE TRAINEE       |
| 36   | M.GOWTHAM         | ECE        | MAINTENANCE TRAINEE       |
| 37   | D.HARIHARAH       | ECE        | MAINTENANCE TRAINEE       |



LAKSHMI PRECISION TOOLS LIMITED

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 177

Dear Mr / Ms *BALAVENKATESH R*

OFFER LETTER

With reference to your application and subsequence interviewers with us on *06.04.23*. We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,300* (Rupees *Sixteen Thousand Three hundred only*) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: [mktg@lptindia.com](mailto:mktg@lptindia.com) Web: [www.lptindia.com](http://www.lptindia.com)  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India



Gmail

Search mail



1 of 17,047

## Re: Offer Confirmation Mail

Inbox x



Dhamothar P <dhamoece462@gmail.com>  
to me

10:56 AM (0 minutes ago)

On Mon, Mar 27, 2023, 4:04 PM hr nanolitho <hr@nanolitho.com> wrote:

Dear Dhamothar,

Congratulations!

We are glad to inform you that you have been selected for the position of Analog Layout Engineer with our organization with effect from **03 April 2023**. **Same will be confirmed after completing the 6 months of probation period**. If you have any questions or need more details, please contact me directly via phone or mail.

We wish you all the best in all your endeavors.


Please bring the hardcopies of following documents.

1. Copy of Educational Certificates (10<sup>th</sup>, 12<sup>th</sup>, graduation marks cards and a copy of degree certificates)
2. Passport copy (if any)
3. PAN card copy
4. ID proof (Driving license/Election card etc) for Bank account opening.
5. Passport Size photographs (hard copy-2)
6. Adhaar ID copy
7. Family photo for ESI (Postcard Size)
8. Bank account copy

Regards,

HR

Nanolitho Technologies Pvt Ltd

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

Reply

Forward

NANOLITHO TECHNOLOGIES PRIVATE LIMITED  
CTC Statement

| EMPLOYEE PERSONAL DETAILS |                  |                    |
|---------------------------|------------------|--------------------|
| Employee Code             | NLT201648        |                    |
| Employee Name             | Dhamothar P      |                    |
| Department                | Analog           |                    |
| Designation               | Layout Engineer  |                    |
| CTC Per Annum             | 1,90,752.00      |                    |
| CTC Per Month             | 15,896.00        |                    |
| <b>Earnings</b>           | <b>Monthly</b>   | <b>Annual</b>      |
| Basic                     | 15,000.00        | 1,80,000.00        |
| H R A                     | - 313.00         | 3,756.00           |
| Statutory Bonus           | 583.00           | 6,996.00           |
| <b>Earning Total</b>      | <b>15,896.00</b> | <b>1,90,752.00</b> |
| <b>Benefits</b>           | <b>Monthly</b>   | <b>Annual</b>      |
| <b>Benefits Total</b>     | <b>0.00</b>      | <b>0.00</b>        |
| <b>GRAND TOTAL</b>        | <b>15,896.00</b> | <b>1,90,752.00</b> |



LAKSHMI PRECISION TOOLS LIMITED

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 187

Dear Mr / Ms *KARTHIK C*

OFFER LETTER

With reference to your application and subsequent interviews with us on *06.04.23*. We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,200* (Rupees *Sixteen thousand Two hundred only*) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur - 641407 Coimbatore District India.  
Phone: (+91) 422 - 6173500  
Fax: (+91) 422 - 2360469  
E-mail: [mktg@lptindia.com](mailto:mktg@lptindia.com) Web: [www.lptindia.com](http://www.lptindia.com)  
Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





92



**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

1 message

DXCIndia\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: karthikeyanmass9@gmail.com <karthikeyanmass9@gmail.com>

Thu, 13 Oct, 2022 at 1:35 pm



Re: Campus Recruitment - Letter of Intent (LOI)

Dear karthikeyan,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi



**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.



LAKSHMI PRECISION TOOLS LIMITED

Date: 06-04-23

Ref: LPT/HR/TRAINEE/ 195

Dear Mr / Ms *KAVINRAJ R*

OFFER LETTER

With reference to your application and subsequence interviewers with us on *06.04.23*. We are pleased to offer you are Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,300* (Rupees *sixteen thousand three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with us on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur – 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: [mktg@lptindia.com](mailto:mktg@lptindia.com) Web: [www.lptindia.com](http://www.lptindia.com)  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India





To,

Name : Viknesh Elango

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Viknesh Elango,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience. Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052

- e After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

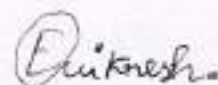
#### Annexure A

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

"This is an electronically generated document does not require signatures"



31st March 2023

To,

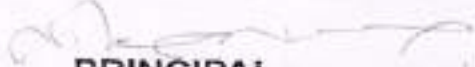
Mr. Vishnu B

**Sub: Employment Offer**

Dear Vishnu,

We are pleased to inform you that after careful consideration, **CriterionScreeners Global Private Limited** ("The Company") has decided to extend an offer of employment. The terms of the employment are set forth below:

1. You will join the Company as **Trainee Analyst**
2. You shall be entitled to a salary of **INR 2,54,178/-** (Two Lakhs Fifty-Four Thousand One Hundred and Seventy Eight Rupees Only) per annum as CTC (cost to the company). Your CTC includes your Gross Salary, Allowance (if applicable), Bonus, CriterionScreeners contribution for PF, CriterionScreeners contribution for E.S.I / Medical and shall be subject to deduction as per statutory laws. The Company reserves the right to change your compensation and benefits, as it deems necessary.
3. You shall be on probation for a period of six months from the date of joining and the said period may, at the discretion of the management, be extended from the management or as per the provision of Service Rules or a completion of one year of continuous service. During the period of probation, your performance will be evaluated on regular basis and if the same is not expected standard, your appointment is liable to be terminated without any notice and without assigning any various interests.
4. The Company expects you to work as per the working policies set up by the company. The Company reserves the right to change your hours and duties, as it deems necessary.
5. Your employment with the Company is at-will, meaning you may terminate the employment relationship at any time, with or without cause, for any reason by giving a 90 days prior notice in writing.

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)

Phone: 638 052

6. Your employment with the Company is at-will, meaning the Company may terminate the employment relationship at any time, with or without cause, for any reason by giving a 30 days prior notice in writing. However, the company reserves the right to terminate you without any notice period on finding any violations against company policies.

We would like you to start on **03<sup>rd</sup> April 2023**.

As a Company employee, you will be expected to abide by Company rules and policies. You may not disclose confidential Company information to unauthorized third parties, and at no time may you disclose confidential information of a former employer to the Company.

This letter and the attached agreements form the complete and exclusive statement of employment between you and the company. These employment terms supersede any other agreements, understandings, promises or communications, written or oral, by or on behalf of the company.

Congratulations! We look forward to work together.

Sincerely,  
For Criterionscreeners Global Private Limited,

Darmendiran R  
Asst Manager – Human Resources

**EMPLOYEE STATEMENT:**

I agree with and accept the terms set forth in this letter.

Name .....

Signature .....

Date .....

| Annexure I - Annual Compensation |                 |               |
|----------------------------------|-----------------|---------------|
| Name                             | Vishnu B        |               |
| Designation                      | Trainee Analyst |               |
| Components                       | Monthly Value   | Annual Value  |
| Basic                            | 13430           | 161160        |
| HRA                              | 4405            | 52860         |
| Bonus                            | 1119            | 13428         |
| <b>Total Gross</b>               | <b>18954</b>    | <b>227448</b> |
| Employer ESI                     | 616             | 7392          |
| Employer PF                      | 1612            | 19344         |
| <b>CTC</b>                       | <b>21182</b>    | <b>254178</b> |
| <b>Total CTC</b>                 |                 | <b>254178</b> |



LAKSHMI PRECISION TOOLS LIMITED

Date: 06.04.23

Ref: LPT/HR/TRAINEE/ 149

Dear Mr / Ms GINANAKUDAR S.

OFFER LETTER

With reference to your application and subsequent interviews with us on 06.04.23. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. 16,300 (Rupees *sixteen thousand three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend. The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur - 641407 Coimbatore District India.  
 Phone: (+ 91) 422 - 6173500  
 Fax: (+ 91) 422 - 2360469  
 E-mail: mktg@lptindia.com Web: www.lptindia.com  
 Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India







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We specialize in:

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- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Date : 08-Feb-23

Name : Rahul  
College Name : Nandha College of Engineering  
Department : BE ECE

Letter of Intent

Dear Rahul,

Greeting from Vee Technologies Private Limited.

We are pleased to share with you this Letter of Intent for the position of AR Caller Trainee - Medical Billing. We trust that this opportunity finds you mutually excited about your new employment with Vee Technologies Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.


This Letter of Intent is valid subject to you

- Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.

  
**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052

Bangalore: Sona Towers, 71, Miller Road, Bangalore - 560 052. Tel: +91 80 2226 6677

Bangalore RR Nagar: 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, RR Nagar, Bangalore - 560 078, Tel: +91 932 1 92663

Salem: 4/14, Reddipetty Road, Memrangam, Salem - 636 302, Tel: +91 427 2347 064

Salem SEZ: Plot No. 14, IT/ITES ELICOT SEZ, Salem to Bangalore NH-7 Road, Jagir Annampalayam Village, Swarnapallem SRO, Salem-636 302, Tel: +91 427 2340290

Chennai: Tower-3 Special Module, Chennai One IT Park SEZ, Thiruvipakkam - 600 097, Tel: +91 044 2433 1235

USA: New York, 90 Park Avenue Suite 1700, New York, NY 10016, Tel: 646 837 0837



The only Global Services company  
backed by its own university.

97

We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

During your employment with Vee Technologies Private Limited, you will be paid a **Total Compensation** of INR 3,00,000/- per annum. A detailed compensation sheet will be shared along with the appointment letter.

During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,  
for Vee Technologies Private Limited.,

Kesavan  
Manager – Human Resources.

Acceptance by applicant below

I have read this Letter of Intent and accept the same

Name : Rahul

Signature :

Date : 10/02/2023



Dec-2022

Mr. Sutharsanan.s

62 Mekkan Street, Old bus stand backside, Bhavani.  
62 Mekkan Street, Old bus stand backside,  
Bhavani - 638301

Dear Sutharsanan,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

**PRINCIPAL**  
Nandha Engineering College  
(Autonomous)  
Erode - 638 052.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



#### Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

#### Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company.

#### Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

#### Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

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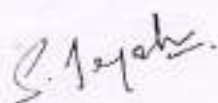
**AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>

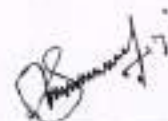
| A – Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B – Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| LTA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C- Retirals</b>              |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,



Jayasree Sankaran  
Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Sutharsanan.s  
Trainee Engineer



LAKSHMI PRECISION TOOLS LIMITED

Date: 06.04.23

Ref: LPT/HR/TRAINEE/139

Dear Mr / Ms *VIGNESHWARAN . S.*

OFFER LETTER

With reference to your application and subsequent interviews with us on *06.04.23*. We are pleased to offer you as Trainee in our manufacturing unit. This employment is contingent upon satisfactory outcome of statutory employment screening activities and reference checks under the following terms and conditions.

1. You will undergo training for a period of one year from the date of joining.
2. You will be paid a monthly stipend of Rs. *16,300* (Rupees *Sixteen Thousand three hundred* only) inclusive of Attendance Allowance.
3. You will be required to contribute 12% of Employees provident Fund contribution and 0.75% OF Employees state Insurance Contribution on your depend . The company will also contribute the Management contribution towards the EPF & ESI.
4. You will be covered by the various statutory obligations wherever applicable.
5. You will be governed by the rules and regulation of the company.
6. You are liable to be transferred to any other department of the company / Associate Companies anywhere in India.
7. You shall conduct yourself as a Trainee and not as a permanent employee and you will create to be with as on completion of the training period.

ADMN. OFFICE AND WORKS: Arasur - 641407 Coimbatore District India.  
Phone: (+ 91) 422 - 6173500  
Fax: (+ 91) 422 - 2360469  
E-mail: mktg@lptindia.com Web: www.lptindia.com  
Register Office: 34-A, Kamaraj Road, Coimbatore - 641 018 India



EEE



IRRIGATION AUTOMATION

Ref no : MOBITECH/2023/HR/007

03/02/2023

**OFFER LETTER**

Dear Mr.AjayPrakash

We are happy to announce that you have been selected to fill the position of Service Engineer. On confirmation of service you are eligible for following pay structure

| SALARY STRUCTURE |               |
|------------------|---------------|
| COMPONENTS       | ANNUAL        |
| BASIC + DA + PF  | ₹ 1,09,956.00 |
| HRA              | ₹ 40,044.00   |
| FOOD ALLOWANCE   | ₹ 60,000.00   |
| TRAVEL ALLOWANCE | ₹ 36,000.00   |
| ACCOMODATION*    | ₹ 24,000.00   |
| GRATUITY         | ₹ 4,391.00    |
| INSURANCE        | ₹ 472.00      |
| TOTAL            | ₹ 2,74,863.00 |

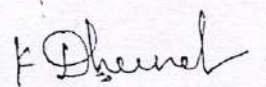
Note :

- 1) We are pleased to inform you that the company will provide accommodation for those employees who come from another district or far away from the company.
- 2) 1 year mutual agreement will be inked on the "Date of joining".
- 3) The interns should submit the following documents on the "Date of joining"
  - 3.1) Photocopy of Aadhar & Bank passbook and 2 passport size photo.
  - 3.2) Original certificate of 10<sup>th</sup> and 12<sup>th</sup> standard.

On behalf of the management, we welcome you to join hands and wish you an excellent career path.

**Best Wishes**

For Mobitech Wireless Solution Private Limited



K.DHEVENDHIRAN

HR Manager

**Acceptance**

I hereby accept the terms and conditions of this employment offer. The above mentioned documents have been attached for your records or shall be provided to the Company on the date of joining.

---

Please sign and date your acceptance





Offer: Computer Consultancy  
Ref: TC&S/DT20223035131/Chennai  
Date: 22/12/2022

Mr. Boopathi Raja B  
2/18 Perumal Goundan Valasu,  
Gobichettipalayam,  
Erode-638476,  
Tamil Nadu.  
Tel# 91-9842320388

Dear Boopathi Raja B,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

TCS Confidential  
TC&S/DT20223035131

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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



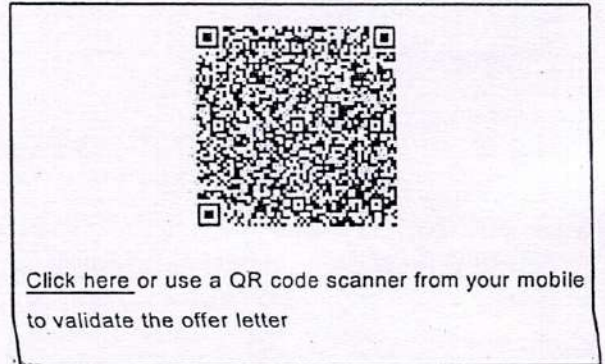
### Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



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



**Kaar Technologies**  
Level 8 Shyamala Towers,  
No 136, Arcot Road,  
Chennai - 600 093, TN, INDIA  
CIN : U72200TN2005PTC087065  
t | +91 (44) 4065 1500  
f | +91 (44) 4065 1512  
e | info@kaartech.com  
w | www.kaartech.com

Date: September 22, 2022

Name of the Student: Gunaa Sri D

Name of the College: Nandha Engineering College

### Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "Trainee – SAP Sergeant" role.

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an Intent to hire letter.

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of 80% in 10<sup>th</sup> Std, 80% in 12<sup>th</sup> Std and 75% in UG / PG score without history or standing arrears. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management training. During this phase they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of Rs 5000/-.

On successful completion of project review and assessments, interns will be eligible to enter second 6 months, and they will undergo project related training and participate in live projects along with the learning stipend of Rs.10000. (Rupees Ten Thousand Only) The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. and Interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary. Your salary from 1<sup>st</sup> month of probation will fall under Rs. 650000 (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature

Date 6/10/2022

Date of Joining 21/9/2022

## ANNEXURE

|                      |
|----------------------|
| Name: Gunaa Sri D    |
| Designation: Trainee |
| Band: II-D           |

| Compensation Structure in Rs. | Annual | Monthly |
|-------------------------------|--------|---------|
| Basic                         | 260000 | 21667   |
| HRA                           | 130000 | 10833   |
| Flexi Benefit Allowance       | 218900 | 18242   |
| Gross Salary                  | 608900 | 50742   |
| Employer's Contribution to PF | 21600  | 1800    |
| Gratuity                      | 13000  | NA      |
| Medical Insurance             | 6500   | NA      |
| Annual Cost to Company        | 650000 |         |

Mr. Jeevanandham Erode Rajendran  
No 77 Sengottaiyan Nagar  
Vairapalayam  
Erode - Pincode 638003  
Contact Number: +91- 9688912233

Chengalpattu, November 11, 2022  
HR/19650/Nov 2022

Dear Jeevanandham Erode Rajendran,

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **June 07, 2023**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

The eligibility criteria prescribed for the above position is a pass in the **7th & 8th semester of Bachelor of Engineering (EEE)** exam and overall grade/percentage of minimum 70% in academics. This Offer and appointment, if any, pursuant to the above is provisional, subject to you securing a pass in the **above 7th & 8th semester of Bachelor of Engineering (EEE)** exam and overall grade/percentage of minimum 70% in academics and you providing us the consolidated mark sheets or Provisional certificates, to our satisfaction, on or before **30<sup>th</sup> June 2023**. Any failure, on your part, in this regard, shall automatically disentitle you to continue in the services of the Company.

Your annual gross salary will be **Rs.4,25,000-(Rupees Four Lakhs Twenty Five Thousand Only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: [hr.onboarding@rntbci.com](mailto:hr.onboarding@rntbci.com) and you are requested to submit the copies of self-attested document as per Annexure 2 at the time of joining.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

'In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included'.

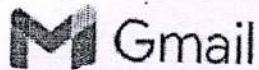
Acceptance of Offer

Sincerely

Jeevanandham Erode Rajendran

Venkata Subramanian  
Head – Talent Acquisition, RNTBCI

Encl : Annexure 1(Salary structure), Annexure 2(Check list of documents), Annexure 3(Terms & Conditions of Employment),  
Annexure 4(Mandatory Medical Checkup), Annexure 5(Covering Letter for Medical Checkup), Annexure 6(Pre-Test Requirement)



INDUMATHI N M &lt;induksrce@gmail.com&gt;

**Fwd: DXC Technology || DECP FY'23 Hiring || Letter of Intent**

2 messages

**JOTHI NIVETHA.V 19EE024** <nivethanivetha103@gmail.com>  
To: induksrce@gmail.com

Wed, Nov 2, 2022 at 4:23 PM

----- Forwarded message -----

From: **DXC India CampusConnect** <DXCIndiaCampusConnect@dxc.com>  
Date: Thu, 13 Oct, 2022, 1:37 pm  
Subject: DXC Technology || DECP FY'23 Hiring || Letter of Intent  
To: nivethanivetha103@gmail.com <nivethanivetha103@gmail.com>

**Re: Campus Recruitment - Letter of Intent (LOI)**

Dear JOTHI NIVETHA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.



HEARTY CONGRATULATIONS!

Dear : S.KAVIYA

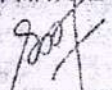
It gives me immense delight to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. I am sure that you would definitely want to build a longer association with us, which will in turn offer you exciting and challenging career opportunities to grow and develop your selves. We have made necessary arrangements to facilitate a smooth cross over into our system and in case you need help, please feel free to contact us at [info@idartpvtltd.in](mailto:info@idartpvtltd.in), [hr@idartpvtltd.in](mailto:hr@idartpvtltd.in), [admin@idartpvtltd.in](mailto:admin@idartpvtltd.in) the details of the offer or appointment are annexed.

Once again hearty congratulations on your achievement. Wishing you all success and a wonderful life ahead...!

Wish you all success.

HR MANAGER

For AGTRS IDART PRIVATE LIMITED

  
HR MANAGER (COIMBATORE HQ)

AGTRS IDART PVT LTD

DXC Technology || DECP  
FY'23 Hiring || Letter of Intent



Inbox



DXC\_India\_Campu... 13 Oct  
to me ▾



Re: Campus Recruitment - Letter of Intent (LOI)

Dear KESAVA PANDIYAN,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on



**BE YOURSELF,  
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date: 04/14/2023

Kowsalya Ganeshan

C11897541

223/16,Rajiv Nagar, Urachikottai, Bhavani (tk),K.N palayam (po),Erode(dt)-638301

9597335915

Dear Kowsalya Ganeshan,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Apr-2023

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

Reference Id: 9fbf602c-48a4-45c2-a430-e6412eeba295\_1  
Signed By: MAHESH VASUDEO ZURALE



3A/4, 80 Feet Road, Periyar Nagar, Erode - 638001.  
✉ skysolars@gmail.com, info@skysolars.com  
☎ 097866 95775, 097860 62775  
GSTIN No.: 33ACEFS7901G1Z9

Date: 31.01.2023

Mr.Yuvaraj,  
Managing Partner,  
Sky Solar's,  
Erode - 638001,  
+91 9751223341  
[yuvaraj@skysolars.com](mailto:yuvaraj@skysolars.com)

Dear Manikandan.N

We are pleased to offer you the position of Solar PV Installer at Sky Solar's. We feel confident that you will contribute your skills and experience to the growth organization. Your office timing is 9.00am to 6.30pm.

As per the discussion, your joining date will be 01.02.2023 The starting salary is Rs.12,000 and is paid on a monthly basis. After probation period (6 months) your salary will be Rs. 15,000.00 Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to welcoming you on board.

Sincerely,  
Mr.Yuvaraj,

I hereby accept the position of PV Installer

Signature

For Sky solar's



**BE YOURSELF,  
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date: 04/14/2023

Mathan Lal M L

C11897528

4-14B, Sooriyan Vilai, North Midalakadu, Palapallam(post), Kanyakumari District

9489480306

Dear Mathan Lal M L,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version: 11.0 Apr 2023

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

Reference Id: 61e35ab5-9b28-448a-99af-973098588b43\_1  
Signed By: MAHESH VASUDEO ZURALE



04.05.2023

**Sub: Offer Letter**

Dear Mr. Naveenkumar Jeganathan

With reference to your application and subsequent discussions we had with you, we are pleased to offer you the position of **Research Associate** in our organization. You will be posted at Bengaluru.

Your compensation package will be Rs.1,80,000/Annum.

Your employment will be in accordance with the rules, regulations and policies of the company from time to time.

A detailed appointment letter will be issued to you after joining us. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer.

Yours Sincerely,

A handwritten signature in black ink, appearing to be "S.K.", written in a cursive style.

**Samit Kumar Kapat**  
**Branch Manager-Bangalore**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222867616/Chennai**  
**Date: 25/11/2022**

Ms. Nivetha P  
4a, Mettukadu Kannamapuram,  
Komarapalayam(Po),  
Erode-638108,  
Tamil Nadu.  
Tel# -

Dear Nivetha P,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms & Conditions).

**TCS Confidential**  
**TCSL/DT20222867616**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office: Mumbai, India. Registered Office: Komarapalayam, Erode, Tamil Nadu, India. Tel: 91 44 6616 2222

Registered Office: Chennai, India. Tel: 91 44 6616 2222

Re: Campus Recruitment - Letter of Intent (LOI)

Dear PRATHIKSHA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

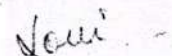
1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the Company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi  
VP-Human Resource

If you have queries or concerns please reach us at  
DXC India Call Centre: [care@dxci.com](mailto:care@dxci.com) or call/WhatsApp at  
9608921296 from 9 am to 6:30 pm, Monday to Friday.

DXC Technology India Private Limited - 9th Floor, Block-D  
Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi  
Sagar, Taramani, Chennai - 600113, CIN:  
U72900TN2015FTC102489

DXC Technology Company - This message is transmitted to you by or on behalf of DXC Technology Company or one of its affiliates. It is intended exclusively for the addressee. The substance of this message, along with any attachments, may contain proprietary, confidential or privileged information or information that is otherwise legally exempt from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient of this message, you are not authorized to read, print, retain, copy or disseminate any part of this message. If you have received this message in error, please destroy and delete all copies and notify the sender by return e-mail. Regardless of content this e-mail shall not operate to bind DXC Technology Company or any of its affiliates to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.

AL/1828

23-Feb-2023

**Prithiga Gnanasigamani**  
8/37, Sellakumarapalayam,  
Poondurai Semur(Po),  
Aval Poondurai(Via),  
Erode - 638115

**Dear Prithiga Gnanasigamani,**

### Offer of Appointment

We are extremely pleased to offer you the job of "Associate Developer" in VINSINFO Private Limited on the following terms and conditions.

#### **Probation**

You will be on probation for a period of 180 calendar days or such extended period as may be decided by the company based on your performance.

*\*An early confirmation (<6 months) is possible for trainees who exhibit extraordinary performance.*

#### **Compensation**

Your annual compensation (CTC) will be Rs. 334799/- (Rupees Three Lakhs Thirty Four Thousand Seven Hundred and Ninety Nine Only). Refer attached Annexure for salary structure.

#### **Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your Manager.

The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.

#### **Leave Policy**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women are entitled to maternity leave with full pay for a period of 26 weeks. This policy is in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 5 continuous working days.

#### **Confidentiality**

The work developed at VINSINFO Private Limited is proprietary to the company and at no instance you will reveal to outsiders or competitors the information of clients, projects and products developed.

Annexure

| Salary Heads  | Associate Developer |                |
|---|---------------------|----------------|
|   | Monthly (INR ₹)     | Annual (INR ₹) |
| Gross Salary  | 25250               |                |
| Basic   | 12625               |                |
| HRA   | 5813                |                |
| Special Allowance   | 4175                |                |
| Conveyance  | 1600                |                |
| Gross Salary (A)  | 25250               | 303000         |
| Employee Contribution towards PF  | 1800                |                |
| Employee Contribution Towards ESI   | 0                   |                |
| Professional Tax  | 208                 |                |
| Net Salary  | 23242               | 278904         |
| Employer Contribution towards PF (B)  | 1800                | 21600          |
| Employer Contribution towards ESI (C)   | 0                   | 0              |
| Gratuity (E)  |                     | 7284           |
| Medical Insurance Premium (F)   |                     | 2915           |
| Annual Cost to the Company ( A+B+C+E+F)   |                     | 334799         |
| Annual Cost to the company (in words): Rupees Three Lakhs Thirty Four Thousand Seven Hundred and Ninety Nine Only |                     |                |

Note: Employee Benefits such as Medical Insurance Coverage, Gift Cards on Birthdays, Anniversaries etc not included in the above structure.

The calculation for PF, ESI & Gratuity is based on prevailing norms and any change in government policy will have a necessary effect on that particular date.



Ref no : MOBITECH/2023/HR/006

03/02/2023

## OFFER LETTER

Dear Mr.Santhosh

We are happy to announce that you have been selected to fill the position of **Technical Engineer**. On confirmation of service you are eligible for following pay structure

| SALARY STRUCTURE |               |
|------------------|---------------|
| COMPONENTS       | ANNUAL        |
| BASIC + DA + PF  | ₹ 1,09,956.00 |
| HRA              | ₹ 40,044.00   |
| FOOD ALLOWANCE   | ₹ 60,000.00   |
| TRAVEL ALLOWANCE | ₹ 36,000.00   |
| ACCOMODATION*    | ₹ 24,000.00   |
| GRATUITY         | ₹ 4,391.00    |
| INSURANCE        | ₹ 472.00      |
| TOTAL            | ₹ 2,74,863.00 |

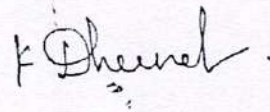
Note :

- 1) We are pleased to inform you that the company will provide accommodation for those employees who come from another district or far away from the company.
- 2) 1 year mutual agreement will be inked on the "Date of joining".
- 3) The interns should submit the following documents on the "Date of joining"
  - 3.1) Photocopy of Aadhar & Bank passbook and 2 passport size photo.
  - 3.2) Original certificate of 10<sup>th</sup> and 12<sup>th</sup> standard.

On behalf of the management, we welcome you to join hands and wish you an excellent career path.

**Best Wishes**

For Mobitech Wireless Solution Private Limited



K.DHEVENDHIRAN

HR Manager

**Acceptance**

I hereby accept the terms and conditions of this employment offer. The above mentioned documents have been attached for your records or shall be provided to the Company on the date of joining.

---

Please sign and date your acceptance



+91 8667763373  
+91 8667763373

www.vintorix.com  
hr@vintorix.com

Vintorix Private Limited  
Block A8, 01 Floor, Gateway Office Parks  
657 Road, Perungudi, Chennai  
Chennai - 600053, Tamil Nadu

Date: 03.02.2023

To: SATHANANTH M R

Subject: Your appointment as JUNIOR SOFTWARE ENGINEER - TRAINEE

Dear SATHANANTH M R,

With respect to your application and the subsequent interview, we are pleased to offer you the position of JUNIOR SOFTWARE ENGINEER - TRAINEE effective September 2023 at our organization.

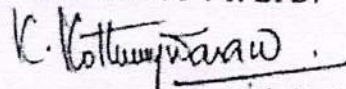
Your salary would be,

0 - 15 Months - Rs. 22,000 (Twenty-Two Thousand Only) Per Month.

We welcome you on board and the detailed offer will be given to you at the time of joining. We look forward to a healthy and mutually growing and beneficial working relationship together.

To accept our offer, please sign and date in this offer letter as indicated your name below and email (hr@vintorix.com) it back to us before 28<sup>th</sup> February, 2023.

For VINTORIX PVT. LTD.

  
Director

(PRAKASH RAMALINGAM)

DIRECTOR - VINTORIX PVT LTD

 (09.02.2023)

( M. R. SATHIANANTH )



HAPPINESS Connected

# REAL TECH GPS

PRIVATE LIMITED

03-02-2023

Ref No: Real Tech GPS /2023/HR/001

## OFFER LETTER

Dear SASI KUMAR I

We are happy to announce that you have been selected to fill the position of *Service Engineer* at *Real Tech GPS Private Limited*. You will be paid a consolidated salary of Rs.2,00,000.00 per annum from the date of joining (06/02/2023).

You will be on probation, for a period of three months from the date of joining. On successful completion of probation your service will be confirmed.

On behalf of the management, we welcome you to join hands and wish you an excellent career path. Read the " Human Resources policy and procedures " and follow it.


Best Wishes

For Real Tech GPS Private Limited,



*B. S. Sankar*  
3.2.23

Authorized Signatory

  
Mr. Sivakumar Sankar  
No 69 L8 Kaaliyannan Street  
Sundharam Colony  
Komarapalayam  
Namakkal - Pincode 638183  
Contact Number: +91- 9360833660

Chengalpattu, November 11, 2022  
HR/19682/Nov 2022

Dear Sivakumar Sankar,

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **June 07, 2023**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

The eligibility criteria prescribed for the above position is a pass in the **7th & 8th** semester of **Bachelor of Engineering (EEE)** exam and overall grade /percentage of minimum 70% in academics. This Offer and appointment, if any, pursuant to the above is provisional, subject to you securing a pass in the above **7th & 8th** semester of **Bachelor of Engineering (EEE)** exam and overall grade/percentage of minimum 70% in academics and you providing us the consolidated mark sheets or Provisional certificates, to our satisfaction, on or before 30<sup>th</sup> June 2023. Any failure, on your part, in this regard, shall automatically disentitle you to continue in the services of the Company.

Your annual gross salary will be **Rs.4,25,000-(Rupees Four Lakhs Twenty Five Thousand Only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

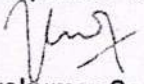
Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: [hr.onboarding@rntbci.com](mailto:hr.onboarding@rntbci.com) and you are requested to submit the copies of self-attested document as per Annexure 2 at the time of joining.

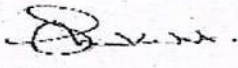
Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

'In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included'.

Acceptance of Offer

  
Sivakumar Sankar

Sincerely

  
Venkata Subramanian  
Head – Talent Acquisition, RNTBCI

Encl : Annexure 1(Salary structure), Annexure 2(Check list of documents), Annexure 3(Terms & Conditions of Employment), Annexure 4(Mandatory Medical Checkup), Annexure 5(Covering Letter for Medical Checkup), Annexure 6(Pre-Test Requirement)

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
PRIVATE LIMITED  
Ascendas IT Park, Mahindra World City, SEZ  
No. T P 2/1, Natham Sub Post Office, Chengalpattu District,  
Tamil Nadu – 603 004.  
India  
CIN: U50401TN2007PTC064840

T +91 44 67481000  
F +91 44 67481150

## Letter of Intent (LOI)

Superset ID: 3404044

Date: November 25, 2022

Dear SREERAG S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

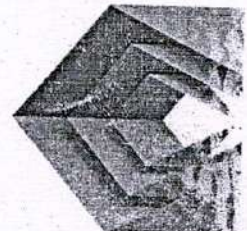
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





Re: Campus Recruitment - Letter of Intent (LOI)

Dear SUGANYA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "**Associate Professional**" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Date: 01.06.2023

Mr. SUHASKUMAR SIVAN  
Purathur Village, P. Chettihalli (Po)  
Palacode (Tk), Dharmapuri (D), Tamil Nadu 636 808.

Dear Mr. Suhaskumar,

Further to our LOI dated June 01<sup>st</sup> 2023, we are pleased to engage you as "Graduate Engineer Trainee" (GET) – Maintenance in our company with effect from 01.06.2023 on the terms and conditions specified hereunder:-

1. You will be on a contract for training for a period of one year which period may be extended at the sole discretion of the management.
2. You will be paid remuneration as per Annexure – I, during the period of training.
3. You will be entitled to leaves according to the company's rules/practices or as provided for under any law for the time being in force.
4. You will not be entitled to any other benefit or privilege during the period of your training.
5. You are liable to be transferred to any Unit/Office/Branch/Section/ Department/Shift of the establishment either existing or which may come up in future.
6. Your contract for training will be subject to your being found and remaining medically physically and mentally fit.
7. You will not give to any one, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, or of administrative or organizational matters, whether of confidential or secret nature that may become known to you for being associated with our company.
8. In case any information furnished by you in connection with the above contract for training is found to be incorrect at any stage or correct information is found to have been suppressed, your contract for training will be liable to be terminated by the management without any notice/stipend in lieu thereof.
9. It shall not be permissible to you, while associated with our company, to be interested directly or indirectly in any other trade, business or calling.







Kaar Technologies  
Level 8 Shyamala Tower  
No 136, Arcot Road,  
Chennai - 600 093, T.N. INDIA  
CIN: U72200TN2005PTC018899  
t | +91 (44) 4065 1500  
f | +91 (44) 4065 1512  
e | info@kaartech.com  
w | www.kaartech.com

Date: September 22, 2022

Name of the Student: Sukesh S

Name of the College: Nandha Engineering College

### Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "Trainee – SAP Sergeant" role.

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an Intent to hire letter.

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of 80% in 10<sup>th</sup> Std, 80% in 12<sup>th</sup> Std and 75% in UG / PG score without history or standing arrears. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management training. During this phase they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of Rs 5000/-.

On successful completion of project review and assessments, interns will be eligible to enter second 6 months, and they will undergo project related training and participate in live projects along with the learning stipend of Rs.10000. (Rupees Ten Thousand Only) The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. and Interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary. Your salary from 1<sup>st</sup> month of probation will fall under Rs. 650000 (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature  
Date  
Date of Joining



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222920362/Chennai**  
**Date: 25/11/2022**

Mr. Vipin S  
424b, Jagadesh Complex Gandhi Nagar,  
Mainickamplayam(Hu),  
Erode-638004,  
Tamilnadu.  
Tel# 91-8248576374

Dear Vipin S,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20222920362**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

4th Floor, K. J. Somaiya Institute of Management Studies & Research, Old Mahanagar, Chennai-600 039 Tamil Nadu India

91-44-2423 122 Fax: 91-44-2423 2535 Website: www.tcs.com

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

TCS Careers Service Line: 1800-209-3111 Email: careers@tcs.com

**BE YOURSELF,  
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date: 05/24/2023

Arvind Bk

C11958463

1/332 KATTU KOTTAI PAITHUR POST ATTUR THALUK

8754301673

Dear Arvind Bk,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 May 2023

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

Reference Id: 7bc0a663-bf5d-47e7-8812-b987c19e8357\_1  
Signed By: MAHESH VASUDEO ZURALE

# Welcome Aboard!

Dear Dhamotharan,

Congratulations and welcome to Data Patterns(India) Ltd. We're pleased to know that you have decided to join us and look forward to building a long mutually enriching association.

Our Vision is to be a leading Indian Defence and Aerospace Company enabling India's self-reliance and establish India's footprint in the global defence market. We believe in building a socially conscious business by creating value for our customers, employees and all stakeholders.

We are a tight-knit team bonded by strong values of Integrity, Transparency and Passion to work and we expect you also imbibe the same.

Upon joining, we would enable you to meet up with our wonderful team of people and provide you with the right skills and opportunities to explore your unique talents. You would discover in due course the really cutting edge projects we do here which enhance the defence capabilities of our country. These projects would sharpen your capabilities and catalyze your growth as a full fledged professional.

We look forward to have you on board. In the meanwhile, please feel free to contact us if you need any support as you prepare to join us. You are also encouraged to visit our website <[www.datapatternsindia.com](http://www.datapatternsindia.com)> to keep yourself updated on the strides we are making.

HR/A-9/ 8 /2023

**GREENSTAR**  
13<sup>th</sup> June 2023

Mr. Dheena B  
No. 40/1, Perumapalayam, Pallathur,  
Nasiyanur,  
Erode,  
Tamilnadu - 638 107.

Dear Dheena,

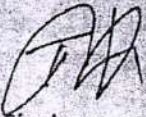
Further to our e-mail communication dated 29<sup>th</sup> May 2023 followed by Medical Examination, you are selected as an **Engineering Management Services Trainee** in our Organization on following terms and conditions.

1. You are advised to report to our Training center in Tuticorin on 13<sup>th</sup> June 2023 for completing joining formalities and your formal training will commence from 15<sup>th</sup> June 2023 onwards.
2. Your place of training shall be initially at our Manufacturing facility in Tuticorin.
3. You will be on training initially for a period of 18 months which may be extended at the discretion of the Management depending upon your learning capabilities and performance.
4. Selection for training is subject to furnishing supporting documents with respect to your Qualification and clearing your final semester exams with more than 60% marks.
5. No history of arrears in all subjects from the First semester till the final semester.
6. Your age limit not exceeding 23 years.
7. Execution of Training cum Service Agreement as intimated earlier.
8. Free hostel accommodation will be provided to you at SPIC Nagar and it is also compulsory that you should reside in the Trainees' hostel throughout your training period.
9. You must be unmarried at the time of commencement of the training and marriage is not permitted during the training period.
10. You will be paid a stipend of Rs.12,500/-pm (Rupees Twelve Thousand Five Hundred only) and Special Allowance of Rs.9,500/-pm (Rupees Nine Thousand and Five Hundred only) during the first year of training period. In the second year, your stipend will be Rs.13,000/- (Rupees Thirteen Thousand only) and Special Allowance of Rs.10,000/- (Ten Thousand only).
11. Please note that your monthly stipend includes a recovery towards your eligible retention bonus, which will be paid on successful completion of your stipulated training period and subsequent one year period of service.
12. Your training shall be governed by the service rules and other regulations and other instructions from the Management in force from time to time.
13. This offer will be invalid if any discrepancies found in the prescribed conditions pertain to qualifications, age and other criteria.
14. The training period will be automatically ceased if the information furnished by you is found false.

You are required to acknowledge your acceptance in the duplicate copy of this letter, if the above terms and conditions are acceptable to you.

Yours faithfully,

For Greenstar Fertilizers Limited

  
Sivakumar.J

Head- HR



**Greenstar Fertilizers Limited**

CIN : U24100TN2010PLC077127

REGD.OFFICE : "SPIC HOUSE", No. 88, Mount Road, Guindy, Chennai - 600 032, Tamilnadu, India.

FACTORY : Muthiahpuram Post, Tuticorin - 628 005, Tamilnadu, India.

T : +91(461) 2355411 | F : +91(461) 2357001 | E : feedback@greenstar.net.in

Web : www.greenstarfertilizers.com

30 June, 2023



Krishna Prasath K  
Email ID: krishnaprasath117@gmail.com  
Phone: +91 7397526552

Dear Krishna Prasath K,

We are excited to welcome you to Maveric Systems.

Started in 2000, Maveric Systems is a niche, domain led, BankTech specialist.

We partner with global banks to solve their business challenges through emerging technology. Our 3000+ technology specialists and proven frameworks help our customers navigate a rapidly changing environment.

We accelerate digital transformation in retail, corporate and wealth management through –

- Inherent banking domain strength
- A customer intimacy led delivery model.
- Differentiated talent with layered competency (deep domain knowledge and tech leadership)

We have specialized competencies across Data, Digital, Core Banking and Quality Engineering. Through our commitment to finding the best solutions for customers, we have been able to establish ourselves as trusted partners to many global banks who expect us to deliver their challenging digital transformations.

We welcome you to join us in our Maveric 4.0 journey, where, by 2025, we aim to be one of the top 3 BankTech specialists transforming digital ecosystems globally in the retail, corporate and wealth management space.

What is in it for you?

- Scale Driven Opportunities
- Direct Customer Facing Engagement Opportunities
- Steep Learning Curve in the Banking domain

We look forward to seeing you onboard.

You can count on us to *Accelerate Your Next*.



Ref Code: ILM/CI/2023-2024/805

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Manikandan V

Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty - Communicative English" under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

HR/A-9/ 57 /2023

13<sup>th</sup> June 2023

Mr. Sakthivel S  
No.120, 1st floor, Pushbam Complex,  
Sengooda Street,  
Erode,  
Tamilnadu - 638 001.

Dear Sakthivel,

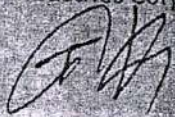
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2. Your place of training shall be initially at our Manufacturing facility in Tuticorin.
3. You will be on training initially for a period of 18 months which may be extended at the discretion of the Management depending upon your learning capabilities and performance.
4. Selection for training is subject to furnishing supporting documents with respect to your Qualification and clearing your final semester exams with more than 60% marks.
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6. Your age limit not exceeding 23 years.
7. Execution of Training cum Service Agreement as intimated earlier.
8. Free hostel accommodation will be provided to you at SPIC Nagar and it is also compulsory that you should reside in the Trainees' hostel throughout your training period.
9. You must be unmarried at the time of commencement of the training and marriage is not permitted during the training period.
10. You will be paid a stipend of Rs.12,500/-pm (Rupees Twelve Thousand Five Hundred only) and Special Allowance of Rs.9,500/-pm (Rupees Nine Thousand and Five Hundred only) during the first year of training period. In the second year, your stipend will be Rs.13,000/- (Rupees Thirteen Thousand only) and Special Allowance of Rs.10,000/- (Ten Thousand only).
11. Please note that your monthly stipend includes a recovery towards your eligible retention bonus, which will be paid on successful completion of your stipulated training period and subsequent one year period of service.
12. Your training shall be governed by the service rules and other regulations and other instructions of the Management in force from time to time.
13. This offer will be invalid if any discrepancies found in the prescribed conditions pertain to your qualifications, age and other criteria.
14. The training period will be automatically ceased if the information furnished by you is found false.

You are required to acknowledge your acceptance in the duplicate copy of this letter, if the above terms and conditions are acceptable to you.

Yours faithfully,

For Southern Petrochemical  
Industries Corporation Limited



Sivakumar.J  
Head- HR



Southern Petrochemical Industries Corporation Limited

(CIN: L11101TN1969PLC005778)

Factory: SPIC Nagar, Muthiahpuram Post, Tuticorin 628 005 Tamilnadu, India

Phone : +91 (0461) 2355401 | Fax : +91 (0461) 2355588 | Email : spiccorp@spic.co.in | www.spic.in





Re: Campus Recruitment - Letter of Intent (LOI)

Dear ARUN,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "**Associate Professional**" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be

23<sup>rd</sup> May 2023

**Mr. Vasantha Kumar.P**

**Reg. No. 19EEL31**

**Nandha Engineering College**

**Erode.**

**Dear Vasantha Kumar,**

On behalf of **Shiash Info Solutions Private Limited**. We would like to inform you that you have been accepted as one of our interns. We are pleased to inform you that you have been qualified as per the company requirements for the internship. You will be working with our Technical team. -

Your internship will begin effectively from **June 2023 to August 2023**. You will be assigned various tasks which relate to the project assigned to you after which your performance will be assessed and appraised.

**For Shiash Info Solutions Private Limited**



**Ashwini Kanniyappan**

**Manager – Human Resources**

**Shiash Info Solutions Private Limited**

**851, Level 4, Tower A, Rattha EEK Meadows, Old Mahalingapuram Road,**

**Sholinganallur, Chennai – 600 119, Tamil Nadu, India**

**+91 44 66255681 info@shiash.com**



## Letter of Intent (LOI)

Superset ID: 3613061

Date: November 26, 2023

To: Bharanidharan M.

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards mispractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Profile.aspx>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





To

April 05, 2023

Mr. Boopathy S  
141 M.C Road, 2<sup>nd</sup> Cross,  
P. Chendurai,  
Erode - 638052

### INTERN TO HIRE OFFER LETTER

Dear Boopathy,

Pursuant to your interest in working with **Sense7ai Data Solutions Private Limited** ("Company") and based on our mutual discussion, we are pleased to offer you a **Backend Development Intern** position from April 05, 2023 subject to the terms and conditions in this Letter.

#### 1. Terms & Stipend

You will report to **Mr. Rajagopal, Sense7ai**. Depending on the project, you might report to a Product Manager or Tech Lead or a project head as appropriate.

Your internship starts on **April 05, 2023**. The typical working days are Monday through Friday, with deliverables based on your responsibilities entitled. This full-time internship with the commitment of 8 hours every working day for the next 6 calendar months starting **April 05 2023 till October 05, 2023**.

The Company shall pay the Intern a monthly stipend of **Rs. 15,000 ("Stipend")** as consideration for her/his services to the Company, subject to the deduction of tax at source, if required by applicable laws.

#### 2. Termination

The Company shall have the right to terminate this Letter at any time by giving the Intern 7 (seven) day's written notice of termination. Further, for any breach of the terms of this Letter or policies of the Company or fraud or willful misconduct, the Company shall be entitled to terminate the internship of the Intern with immediate effect, without any further liability.

#### 3. Employment Confirmation

During your internship, you will be expected to:

- Collaborate with other team members to ensure quality and timely completion of projects
- Follow established processes and procedures for testing.
- Maintain accurate and timely records of your work and progress
- Participate in meetings and training sessions as required

After successfully completing your internship at Sense7ai and based on your performance, you may be considered for a full-time position for "Junior Backend Developer" on an annual salary ranging from 3LPA to 5LPA. As you have already completed a 6-month internship with us, you will be exempt from any probationary period for employment.



## Letter of Intent (LOI)

Superset ID: 3630866

Date: November 25, 2022

Dear FASIMA BANU B,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/en/Pages/Prologon>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Suresh Kumar  
Vice President - Human Resources



07/02/2024



To,

Name : Fasima Banu

Re: Important information post your clearance of the interview process during the Campus Visit.

Dear Fasima Banu,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment



Campus Recruitment - Letter of Intent (LOI)

Dear JANAGA NANDHINI,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Lokendra', with a horizontal line extending to the right.

Lokendra Sethi

VP-Human Resource



Ms. Janaganandhini Munusami  
No 63/2 Pongiyannan street,  
Thalaikompudhur Kugalur,  
Gobi Erode - Pincode 638313  
Contact Number: +91- 9344688434

Chengalpattu, October 29, 2022  
HR/19566/Oct 2022

Dear Janaganandhini Munusami,

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **June 07, 2023**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

The eligibility criteria prescribed for the above position is a pass in the 7th & 8th semester of **Bachelor of Engineering (Mech)** exam and overall grade /percentage of minimum 70% in academics. This Offer and appointment, if any, pursuant to the above is provisional, subject to you securing a pass in the above 7th & 8th semester of **Bachelor of Engineering (Mech)** exam and overall grade/percentage of minimum 70% in academics and you providing us the consolidated mark sheets or Provisional certificates, to our satisfaction, on or before 30<sup>th</sup> June 2023. Any failure, on your part, in this regard, shall automatically disentitle you to continue in the services of the Company.

Your annual gross salary will be **Rs.4,25,000-(Rupees Four Lakhs Twenty Five Thousand Only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: [hr.onboarding@rntbci.com](mailto:hr.onboarding@rntbci.com) and you are requested to submit the copies of self-attested document as per Annexure 2 at the time of joining.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

'In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included'.

Acceptance of Offer

Sincerely

Janaganandhini Munusami

Venkata Subramanian  
Head – Talent Acquisition, RNTBCI

Encl : Annexure 1(Salary structure), Annexure 2(Check list of documents), Annexure 3(Terms & Conditions of Employment),  
Annexure 4(Mandatory Medical Checkup), Annexure 5(Covering Letter for Medical Checkup), Annexure 6(Pre-Test Requirement)

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
PRIVATE LIMITED  
Ascendas IT Park, Mahindra World City, SEZ  
No. 1 P 2/1, Nallur Sub-Post Office, Chengalpattu District,  
Tamil Nadu – 600 004  
India  
CIN:L55901TN2009PTC064840

T +91 44 67481000  
F +91 44 67481150

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07/02/2024





To,

Name : Janaga Nandhini M P

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Janaga Nandhini M P,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

07/02/2024

November 14, 2022

Ms Janaga Nandhini M P  
63/1  
Pongiyannan StreetThalaikompudhurGobichettipalayam,  
Erode, Tamil Nadu - 638313.

Dear Janaga Nandhini M P,

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. Your date of joining shall be of **May 22, 2023**. You shall report for duty on our intimation in our Coimbatore office. This offer is subject to you, clearing the reference check conducted by us.

Your three months training will start from the joining date. Upon successful completion of the training, your CTC will be **INR 2,63,652/- (Two Lakh Sixty Three Thousand Six Hundred and Fifty Two only) per annum** which will include a night shift allowance of **INR 150/- per work day** and an Annual Loyalty Bonus of **INR 12000/-** on completion of each year. The break-up of the same is provided in **Salary Annexure I** of this letter.

In addition, you will be eligible for a Variable Performance Incentive after 6 months of service, subject to meeting process-specific incentive criteria.

This letter is a communication of an employment offer and is not a letter of appointment. A regular letter of appointment will be issued to you at the date of your joining. As an acceptance of the offer, you are required to send a signed copy of this letter via email to us within 7 days from receipt of this letter. Non-submission of the same will be treated as non-acceptance of this offer.

07/02/2024



Campus Recruitment - Letter of Intent (LOI)

Dear Kiruthika,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Lokendra', with a horizontal line underneath.

Lokendra Sethi

VP-Human Resource



Ms. Kiruthika Murugan  
No 17/9 Erukkadu 1 st street  
Karuvampalayam  
Tirupur - Pincode 641604  
Contact Number: +91- 9345303028

Chengalpattu, October 29, 2022  
HR/19562/Oct 2022

Dear Kiruthika Murugan,

Congratulations!

We are pleased to offer you the position of Trainee (Graduate Engineer) with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **June 07, 2023**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

The eligibility criteria prescribed for the above position is a pass in the 7th & 8th semester of **Bachelor of Engineering (Mech)** exam and overall grade /percentage of minimum 70% in academics. This Offer and appointment, if any, pursuant to the above is provisional, subject to you securing a pass in the above 7th & 8th semester of **Bachelor of Engineering (Mech)** exam and overall grade/percentage of minimum 70% in academics and you providing us the consolidated mark sheets or Provisional certificates, to our satisfaction, on or before 30<sup>th</sup> June 2023. Any failure, on your part, in this regard, shall automatically disentitle you to continue in the services of the Company.

Your annual gross salary will be **Rs.4,25,000-(Rupees Four Lakhs Twenty Five Thousand Only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: [hr.onboarding@rntbci.com](mailto:hr.onboarding@rntbci.com) and you are requested to submit the copies of self-attested document as per Annexure 2 at the time of joining.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included!

Acceptance of Offer

Sincerely

Venkata Subramanian  
Head - Talent Acquisition, RNTBCI

Encl : Annexure 1(Salary structure), Annexure 2(Check list of documents), Annexure 3(Terms & Conditions of Employment), Annexure 4(Mandatory Medical Checkup), Annexure 5(Covering Letter for Medical Checkup), Annexure 6(Pre-Test Requirement)

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
PRIVATE LIMITED  
Accordas IT Park, Mahindra World City, SEZ  
Hq. T P 2/1, Nallur Sub Post Office, Chengalpattu District,  
Tamil Nadu - 601 004  
India  
Tel: 050401717

T +91 44 67481000  
F +91 44 67481100

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07/02/2024



## Letter of Intent (LOI)

Superset ID: 3610733

Date: November 25, 2022

Dear Kiruthika M,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,588/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2.cognizant.com/Pages/Pris@001>

GenC HR Team will reach out to you over email to guide you on the next steps.

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



07/02/2024

November 14, 2022

Mrs Kiruthika M  
Erakkadu 1St Street  
Kavampalayam Tiruppur,  
Tiruppur, Tamil Nadu - 641604.

Dear Kiruthika M,

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. Your date of joining shall be of May 22, 2023. You shall report for duty on our intimation in our Coimbatore office. This offer is subject to you, clearing the reference check conducted by us.

Your three months training will start from the joining date. Upon successful completion of the training, your CTC will be INR 2,63,652/- (Two Lakh Sixty Three Thousand Six Hundred and Fifty Two only) per annum which will include a night shift allowance of INR 150/- per work day and an Annual Loyalty Bonus of INR 12000/- on completion of each year. The break-up of the same is provided in Salary Annexure I of this letter.

In addition, you will be eligible for a Variable Performance Incentive after 6 months of service, subject to meeting process-specific incentive criteria.

This letter is a communication of an employment offer and is not a letter of appointment. A regular letter of appointment will be issued to you at the date of your joining. As an acceptance of the offer, you are required to send a signed copy of this letter via email to us within 7 days from receipt of this letter. Non-submission of the same will be treated as non-acceptance of this offer.

07/02/2024



Campus Recruitment - Letter of Intent (LOI)

Dear Kishor,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lokendra'.

Lokendra Sethi

VP-Human Resource



## Letter of Intent (LOI)

Superset ID: 3618526

Date: November 25, 2022

Dear Kishor A,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in the full-time internship program or Cognizant identified training programs shall not be deemed to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

**Code of Conduct:** You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/cognizant.com/Pages/Prejoin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



07/02/2024



# Aerele Technologies Pvt. Ltd.

Get the best of OpenSource in your products!

15/06/2022

OF/2223/T/1/09

Dear Kishor A,

We are pleased to offer you the position of **Software Developer Intern**, with **Aerele Technologies Private Limited (AT)**. You will report to Mr. Vignesh Sekar, Director.

Your terms of Appointment will be as follows:

1. Your title will be **Software Developer Intern**. You will assume and discharge such responsibilities as are commensurate with such a position for which we believe you are well qualified.
2. We would expect you to start as early as possible but not later than **20 June 2022** and your initial place of posting will be in Tirupur, Tamil Nadu. However, if required, you may be transferred to another location, depending on AT's needs.
3. Your guaranteed Gross Remuneration will be at the rate of **Rs.90,000/- (Rupees Ninety Thousand Only)** for a period of nine months. After the internship period, you will be offered a full-time position based on your performance with a CTC of **4,00,000 INR/annum**.
4. We understand that you are in your **7th semester** and really appreciate your effort in taking up an internship learning opportunity at this time. In return, we will be flexible to let you take up your practicals and other examinations that are required by your academic curriculum provided that you inform us at-least **7 days** early about your planned long-term absence that can extend upto **45 days** at maximum. Your remuneration will be on hold during your long-term absence and will resume at the same

07/02/20



40/76, 3rd East cross, Palayakoddu, Tiruppur - 641607



hello@aerele.in



+917790844832



**Institute of Language Management  
Bangalore**

**Campus Recruitment  
2023 - 2024**


|    |                      |                       |
|----|----------------------|-----------------------|
| 25 | ILM/CI/2023-2024/804 | Sudarsan Suresh       |
| 26 | ILM/CI/2023-2024/805 | Manikandan V          |
| 27 | ILM/CI/2023-2024/806 | L Gowtham             |
| 28 | ILM/CI/2023-2024/807 | Naveen Prasaad V      |
| 29 | ILM/CI/2023-2024/808 | Shalini K             |
| 30 | ILM/CI/2023-2024/809 | Diviya V              |
| 31 | ILM/CI/2023-2024/810 | Sabaritha S           |
| 32 | ILM/CI/2023-2024/811 | Samaliya              |
| 33 | ILM/CI/2023-2024/812 | Shabana M             |
| 34 | ILM/CI/2023-2024/813 | Umayhonee S           |
| 35 | ILM/CI/2023-2024/814 | Rajendra Prasad R     |
| 36 | ILM/CI/2023-2024/815 | Ayeesha Shahani B     |
| 37 | ILM/CI/2023-2024/816 | Hasmath Farhana M I   |
| 38 | ILM/CI/2023-2024/817 | Rubesh Kanna R S      |
| 39 | ILM/CI/2023-2024/818 | Madhura Ganesh        |
| 40 | ILM/CI/2023-2024/819 | Ashmi Mohamed Rafik   |
| 41 | ILM/CI/2023-2024/820 | Johanna Raichel L     |
| 42 | ILM/CI/2023-2024/821 | Ravi Raj Kumar R      |
| 43 | ILM/CI/2023-2024/822 | Velayutham P          |
| 44 | ILM/CI/2023-2024/823 | Saminathan Ravi Kumar |

Name of the College: **Nandha Group of Institutions - Erode.**

Date of Interview: **14-02-2023**

Number of candidates selected: **44**



Signature of the HR: 

Institute of Language Management (P) Ltd  
#48/49/50, 'Ashok Plaza', 3rd Floor, Gandhi Bazaar Main Road, Basavanagudi, Bangalore,  
Karnataka, India - 560 004.  
Phone: +91 80-26606816, 26606846, 42181313.  
Web: www.ilmindia.com  
E-mail: hrd@ilmindia.com  
CIN: - 110KA2002PTC031097

07/02/2023

Dear

Balaji A.

B.E, MECH

Sub: Offer Letter

We are pleased to offer you the position of **Communicative English Trainer**. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. 15,000/- per month, paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

The general Terms & Conditions as follows:

- Appointment Letter will be issued upon successful completion of Probation period (3 Months).
- You will be governed by the services rules, regulations and standing orders of the company as applicable, enforced, amended or altered from time to time and should adhere to the procedure.
- Your date of joining will be on the day that you attend new-hire orientation program and the Salary will commence only after you have been placed at our client's place.
- The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.
- In view of the nature of the company's services, you may be assigned to different locations/schools around Tamil Nadu. You will carry assignments /projects given to you from time to time with diligence and devotion and maintain the company's image as service providers.
- You will devote the whole of your time, attention and ability to do the services of us. You will not accept any employment - part time or otherwise - and will not be interested directly or indirectly in any business/schools activity likely to compete with those in which company is interested.

We look for a long-term association with all our employees and expect the same from you.

Again, congratulations and welcome to our family.

  
HR Assistant

Bright Star Educational Institution, Coimbatore.



23 March 2023

Dear Mr. Dilip Kumar. T  
BE in Mechanical Engg.  
Nandha Engg. College Erode.

Welcome to Titan Company Ltd, Watch Case Plant, Coimbatore

We are very happy to inform you that you have been selected for the Position of **Apprentice Trainee** in our esteemed concern under NATS Scheme. The Duration of your Apprentice Training will be for **12 Months**.

During this period, you will be paid **Rs. 13,500/-** (Rupees Thirteen Thousand Five Hundred only) as monthly Stipend. In addition to the Stipend, you will be entitled for Attendance incentive **Rs 750/-** per month Subject to 100% Attendance.

Your appointment under NATS will be confirmed on basis of the Clearance of your Course (Dip. Engineering / others) & Medical Examination coordinated by the company. Details and scope of your work will be provided to you on your first day of Joining at the Company. Upon successful completion of your training, you will be issued a certificate by Titan Company Limited.

You will be required to submit a copy of the below mentioned documents at the time of your joining with us.

1. Proof of your address (Aadhar Card / Driving Licence / Voter ID card)
2. PAN card
3. 10<sup>th</sup> / 12<sup>th</sup> Mark Sheet (whichever is applicable)
4. Diploma / Engineering Mark Sheet (whichever is applicable)
5. Bank Account Details
6. Passport size photo (4 Nos)

Please Sign and return the Duplicate Copy of this letter.

Looking forward to your Joining and association with the Titan Company Limited.  
All the Best for your Career.

Best Regards,

Anand D  
Manager - Human Resources

Titan Company Limited

Watch Case Plant SE Ho 17/25 25/3, Hagarbagan, Jambhale Taluk, Coimbatore-641 201, Kt +91 422 2083300  
Corporate Office 'Integrity' #193, Veerasaundra, Electronics City PD, Off Hesar Main Road, Bengaluru 560 302 Kt +91 80 61046700  
www.titan.co.in

A TATA Enterprise

07/02/2024



Campus Recruitment - Letter of Intent (LOI)

Dear PRANAV KARTHIKEYAN,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to INR 4,20,000/- (**Rupees Four Lakhs Twenty Thousand only**).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

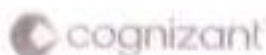
Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lokendra'.

Lokendra Sethi

VP-Human Resource



## Letter of Intent (LOI)

Superset ID: 3819007

Date: November 25, 2022

Mr. PRANAV BARTHIKEYAN A,

We are extremely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,388/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <http://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/People/Prakoln>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice-President - Human Resources



07/02/2024



Campus Recruitment - Letter of Intent (LOI)

Dear SABARISH,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lokendra'.

Lokendra Sethi

VP-Human Resource



Campus Recruitment - Letter of Intent (LOI)

Dear SOUNDER,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lokendra' followed by a horizontal line.

Lokendra Sethi

VP-Human Resource





Offer: Computer Consultancy  
Ref: TCSL/DT20222907018/Chennai  
Date: 25/11/2022

Mr. Chandru P  
12/50 Kanakku Pullai ThottamPudupalayam,  
Thevur,  
Salem-637104,  
Tamil Nadu,  
Tel# -

Dear Chandru P,

**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 ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

07/05/2024  
TCS Confidential  
TCSL/DT20222907018

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Rumananagar, Sholinganallur, Old Mahabalipuram, Chennai 600 110 Tamil Nadu India  
Tel: 91 44 6616 2223 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office No. 17 Building, 9th Floor, Nariman Point, Mumbai 400 025



Chem

## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>

Thu, 13 Oct, 2022 at 1:35 PM

To: kanimozhi.19ch014@nandhaengg.org <kanimozhi.19ch014@nandhaengg.org>



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Kanimozhi,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

VP-Human Resource



SATHISH THANGAMUTHU &lt;sathishthangam@nandhaengg.org&gt;

**Fwd: Medical Examination - 16th March 2023**

1 message

Pandiarajan <pandiarajan87@gmail.com>  
To: sathishthangam@nandhaengg.org

Wed, Dec 27, 2023 at 10:18 AM

----- Forwarded message -----

From: **AKASH LEORIDER** <akashleorider7512@gmail.com>  
Date: Wed, 27 Dec, 2023, 10:17 am  
Subject: Fwd: Medical Examination - 16th March 2023  
To: Pandia Rajan <pandiarajan87@gmail.com>

AKASH

----- Forwarded message -----

From: **Jeyakumar.A - Deputy Manager - HR** <jeyakumar.a@greenstar.net.in>  
Date: Fri, 10 Mar, 2023, 10:19 am  
Subject: RE: Medical Examination - 16th March 2023  
To:  
Cc: Balasubramanian.M - Senior Executive (HR) <balasubramanian.m@spic.co.in>, Bala - Sr.Executive (HR) <bala@spic.co.in>, Baskar.M - Assistant Manager (HR) <hrbaskar@greenstar.net.in>, Ganesh Murugan.M - DM (Training Centre) <ganeshmurugan.m@spic.co.in>, Ramkumar.R - JM ( Training & Development ) <ramkumar.r@greenstar.net.in>, Esakkiappan.S - Senior Manager (HR) <esakkiappan.s@greenstar.net.in>, Sivakumar.J - Head HR <sivakumar.j@greenstar.net.in>

Dear Candidate,

Further to the Campus interview, we are pleased to inform you that you are selected as  
"EMS- Trainee" in our organisation. You are advised to report for Medical  
Examination as detailed below.

---

|   |   |  |
|---|---|--|
| <u>Date of Medical Examination</u>      | : | <b>16<sup>th</sup> March 2023 (Thursday)</b> |
| <u>Venue</u>                            | : | <b>SPIC Medical Centre</b>                   |
|   |   | <b>SPIC Nagar, Muthiahpuram Post</b>         |
|   |   | <b>Tuticorin 628 005.</b>                    |
| <u>Reporting time at Medical Centre</u> | : | <b>07.30 a.m (with empty stomach)</b>        |

---

You are required to bring the following originals along with one set of photo copy.

1. Birth Certificate

2. 10<sup>th</sup>, +2 and all Semesters Mark Sheets
3. Consolidated Mark Sheet
4. Provisional Certificate
5. Transfer Certificate
6. Passport Size photos (6 nos.)
7. Driving Licence
8. Aadhar Card
9. Ration Card
10. PAN Card
11. Voter ID
12. Community Certificate

You can plan your travel schedule such that you reach Tuticorin by morning and you can leave by on the same day. We will be providing food and accommodation during your stay at Tuticorin.

**You are advised to give your confirmation immediately by return mail for our further process.**

You may reach out the following persons for any clarification.

1. Mr. A.Jeyakumar, DM – HR – +91 9677500531
2. Mr. M. Baskar, AM – HR – +91 9884454278
3. Mr.M. Balasubramanian Sr Exe-HR - +91 9842691228
4. Mr.G.Balasubramanian, Sr Exe-HR - +91 9486713154

**Regards**

**A.Jeyakumar**  
Deputy Manager– HR  
SPIC Ltd /Greenstar Fertilizers Ltd  
Tuticorin – 628005.



தமிழ்நாடு தமில்நாடு TAMILNADU

IMC Limited  
Chennai-600 018

04 JUL 2023

120065  
S. AYATH BASHA  
STAMP VENDOR  
L.NO 3 / 23 / 2000  
No. 43 SEETHAMMAL RO  
TEYNAMPET CHENNAI -  
Phone: 9641640694

### CONTRACT OF TRAINING AND SERVICE AGREEMENT

This agreement defines the mandatory service of employment, agreed upon by the Party 1 and Party 2.

Hereinafter, the "Service Agreement" is entered into on this July 6, 2023

#### Party 1

IMC Limited, a private limited company incorporated under the Companies Act, 1956, having its registered office at Kolkata (hereinafter referred to as the "Company" or "Trainer" or Party 1, which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns),

AND

#### Party 2

Mr. Rajaraajeshwaran K, aged 21 years, (Date of Birth - 15/03/2002), S/O of Mr. M. Kennedy, aged 55 years, and residing at # 344/1, Sengapaduthankadu, Pattukottai, Thanjavur, Tamil Nadu - 614613 (hereinafter referred to as the "Trainee" or Party 2, which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns)

Prepared by Jyoti Prakash

Checked by [Signature]

[Signature]

[Signature]

[Signature]

Subsequent to an application made by party 2, Mr. Rajaraajeshwaran K through Nandha Engineering College, Erode campus placement, Party 1 engages Party 2 as a Trainee for a period of 12 months (from the date of joining) on the following terms and conditions.

1. Department - Operations
2. Designation - You will be designated as Graduate Engineer Trainee in our Operations department.
3. Reporting Relationship - For the purpose of training and learning, you will report to the Terminal Manager or his nominee.
4. Period - Twelve months from the date of joining.
5. Location - As per the training and job requirements.
6. Stipend - During the period of training you will be paid a stipend of INR. 20,000/- (Rupees Twenty Thousand) per month and you will be provided with shared accommodation. Any shortfall in attendance will lead to proportionate deduction in the stipend.
7. You agree to keep your compensation confidential and not discuss it with anyone within the Company or outside.
8. Travel - If you are required to travel during the training period for official purposes, the Company will arrange for transportation and make necessary stay arrangements.
9. Leave - You will be entitled to 12 days of casual leave per year. This will lapse if not availed of, and it can't be encashed. A maximum of 3 days of CL can be taken at a time.
10. Exclusivity - During the period of training you will exclusively and diligently apply yourself to learning and honing your skills. You will not engage yourself in any other part time employment, business or trade or consultancy either honorary or for profit/compensation as long as you are a Trainee with the Company.
11. Expiry & Extension - Your training will automatically cease at the end of the above-mentioned period, unless extended in writing on mutually accepted terms.
12. Notice Period - If you resign before the completion of the training period, you are required to serve a one-month notice period.
13. Mandatory Service after training - On successful completion of training, you will be offered a regular position at a location / terminal of Company's choice. You will thereafter serve the Company for a minimum period of 02 years (two years). If you abandon / discontinue your training or wish to separate during the 02 years' service period of your regular employment, the Company will recover an amount of INR 1,50,000/- (Rupees One Lakh Fifty Thousand) as liquidated damages towards the cost of your training, administrative and other related expenses.

Prepared by

Jyoti Bhalerao

*[Signature]*

Checked by

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

14. You are required to identify a surety, who should be a person of substantial means (Parent or Guardian). If you fail to put in minimum service period as mentioned in this contract, you and your surety shall jointly/severally pay the liquidated damages to the company along with litigation expenses.

Further the company reserves the right to legally enforce the Agreement in an appropriate forum and recover the liquidated damages from you and/or your surety and also adjust the liquidated damages in your final settlement, if any.

15. Termination of the Contract - The Company can terminate your training without any notice on the grounds of indiscipline, lack of interest in learning, absenteeism or any other misconduct including criminal/ anti-national/ anti-social or illegal activity. In such case and in the event of your abandoning the training or not serving the mandatory period of 2 years after the training, the company shall recover all expenses related to your training and other expenses incurred on you such as:

- a) Stipend paid to you
- b) Travel & Accommodation Cost
- c) Training Cost
- d) Other administrative cost

In case you abandon or make a request for discontinuing training you agree to repay the cost incurred on your training including all the elements mentioned above.

16. Abandoning - Abandoning means without notice or intimation voluntarily abstaining from training for 06 consecutive working days or more. In such case, the company shall terminate the contract of training and you shall pay the Company money as per clauses given above.
17. Behavioral & Performance Expectations - You will follow all Standard Operating Procedures/ rules/ laws of work and safety in the work premises and outside. You shall strive to be an example for others to emulate
18. Nature of Contract - This is exclusively a contract for training and therefore there is no relationship of trainer - trainee (or master - servant) between you and the Company. You cannot claim permanence or a regular employment by virtue of you having been trained in the Company.
19. Any work, proposal, documents or any other relevant projects executed by a trainee during his tenure is sole property of the Company.
20. At the end of the training the Company, based on availability of suitable vacant position and your performance as a trainee, may offer you a regular position.
21. Your training is subject to you being and remaining medically fit (physically and mentally) and the Management shall have a right to get you examined at any time from a registered medical practitioner.
22. During the period of the training you shall comply with all the rules and regulations of the Company as amended from time to time. You will work within the framework of the organizational structure, policies, directions and guidelines laid down (and as applicable to you) by the Management.

Prepared by Jyoti Poojari

Arbhu

Checked by

V. K. K. K.

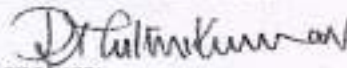
23. Confidentiality - You agree to keep your compensation confidential and not discuss it with anyone within the Company or outside. You shall not divulge any information or data in connection with our business, technology or trade to any individual, organization or body of individuals or body corporate or any other entity, either while you are in service with the company or thereafter.
24. You will be required to submit documentary evidence of your credentials. In case any information provided by you is found to be not true or correct on a future date the Company reserves the right to terminate your services forthwith.
25. Disputes/ Settlements - Any dispute relating to or arising out of this contract, including recovery of payments due and liquidated damages, will be dealt with in a competent judicial forum and the place of jurisdiction will only be Chennai, Tamil Nadu.

If the above terms are acceptable to you, kindly sign and return the duplicate copy of this "Contract of Training and Service Agreement" as a token of acceptance.

Although you are allowed to join even before your final exam results are declared, you will not be allowed to continue your training if you do not pass the exam with a minimum of 60% marks.

Yours sincerely

Party 1 for IMC Limited

Signature:   
Name: R Muthukumar  
Designation: Head of HR  
Location: Chennai  
Date: 06/7/23

Party 2 for Mr. Rajaraajeshwaran K

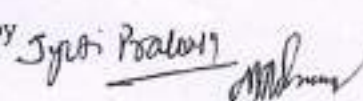
I accept the terms & conditions set out above.  
Signature:  
Name:  
Aadhaar No:  
(Please attach a copy)  
Location:  
Date:

Surety of Party 2

Signature:  
Name:  
Aadhaar No:  
(Please attach a copy)  
Address:

Relationship with Party 2

Location:  
Date:

Prepared by 

Checked by 





04 JUL 2023

IMC Limited  
Chennai-600 018

EX 120067  
S. AYATH BASHA  
STAMP VENDOR  
L.NO.3 / 23 / 2000  
No. 43 SEETHAMMAL ROA  
TEYNAMORT CHENNAI . 11  
Phone: 96416-40054

### CONTRACT OF TRAINING AND SERVICE AGREEMENT

This agreement defines the mandatory service of employment, agreed upon by the Party 1 and Party 2.

Hereinafter, the "Service Agreement" is entered into on this July 6, 2023

#### Party 1

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AND

#### Party 2

Mr. Rajesh Kumar, aged 21 years, (Date of Birth - 26/04/2002), S/O of Mr. T. Selvaraj, aged 56 years, and residing at # 9/47-1, Othaveetu Street, Backiya Nagar, Koodankulam, Tirunelveli, Tamil Nadu - 627106 (hereinafter referred to as the "Trainee" or Party 2, which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns)

Prepared by Jyoti Prakash

Checked by K.P.

[Signature]

[Signature]

Subsequent to an application made by party 2, Mr. Rajesh Kumar, through Nandha Engineering College, Erode campus placement, Party 1 engages Party 2 as a Trainee for a period of 12 months (from the date of joining) on the following terms and conditions.

1. Department - Operations
2. Designation - You will be designated as Graduate Engineer Trainee in our Operations department.
3. Reporting Relationship - For the purpose of training and learning, you will report to the Terminal Manager or his nominee.
4. Period - Twelve months from the date of joining.
5. Location - As per the training and job requirements.
6. Stipend - During the period of training you will be paid a stipend of INR. 20,000/- (Rupees Twenty Thousand) per month and you will be provided with shared accommodation. Any shortfall in attendance will lead to proportionate deduction in the stipend.
7. You agree to keep your compensation confidential and not discuss it with anyone within the Company or outside.
8. Travel - If you are required to travel during the training period for official purposes, the Company will arrange for transportation and make necessary stay arrangements.
9. Leave - You will be entitled to 12 days of casual leave per year. This will lapse if not availed of, and it can't be encashed. A maximum of 3 days of CL can be taken at a time.
10. Exclusivity - During the period of training you will exclusively and diligently apply yourself to learning and honing your skills. You will not engage yourself in any other part time employment, business or trade or consultancy either honorary or for profit/compensation as long as you are a Trainee with the Company.
11. Expiry & Extension - Your training will automatically cease at the end of the above-mentioned period, unless extended in writing on mutually accepted terms.
12. Notice Period - If you resign before the completion of the training period, you are required to serve a one-month notice period.
13. Mandatory Service after training - On successful completion of training, you will be offered a regular position at a location / terminal of Company's choice. You will thereafter serve the Company for a minimum period of 02 years (two years). If you abandon / discontinue your training or wish to separate during the 02 years' service period of your regular employment, the Company will recover an amount of INR 1,50,000/- (Rupees One Lakh Fifty Thousand) as liquidated damages towards the cost of your training, administrative and other related expenses.

Prepared by

Jyoti Prabhat

Checked by

W.P.M.

W.P.M.

W.P.M.

W.P.M.

14. You are required to identify a surety, who should be a person of substantial means (Parent or Guardian). If you fail to put in minimum service period as mentioned in this contract, you and your surety shall jointly/severally pay the liquidated damages to the company along with litigation expenses.

Further the company reserves the right to legally enforce the Agreement in an appropriate forum and recover the liquidated damages from you and/or your surety and also adjust the liquidated damages in your final settlement, if any.

15. Termination of the Contract - The Company can terminate your training without any notice on the grounds of indiscipline, lack of interest in learning, absenteeism or any other misconduct including criminal/ anti-national/ anti-social or illegal activity. In such case and in the event of your abandoning the training or not serving the mandatory period of 2 years after the training, the company shall recover all expenses related to your training and other expenses incurred on you such as:

- a) Stipend paid to you
- b) Travel & Accommodation Cost
- c) Training Cost
- d) Other administrative cost

In case you abandon or make a request for discontinuing training you agree to repay the cost incurred on your training including all the elements mentioned above.

16. Abandoning - Abandoning means without notice or intimation voluntarily abstaining from training for 06 consecutive working days or more. In such case, the company shall terminate the contract of training and you shall pay the Company money as per clauses given above.
17. Behavioral & Performance Expectations - You will follow all Standard Operating Procedures/ rules/ laws of work and safety in the work premises and outside. You shall strive to be an example for others to emulate
18. Nature of Contract - This is exclusively a contract for training and therefore there is no relationship of trainer - trainee (or master - servant) between you and the Company. You cannot claim permanence or a regular employment by virtue of you having been trained in the Company.
19. Any work, proposal, documents or any other relevant projects executed by a trainee during his tenure is sole property of the Company.
20. At the end of the training the Company, based on availability of suitable vacant position and your performance as a trainee, may offer you a regular position.
21. Your training is subject to you being and remaining medically fit (physically and mentally) and the Management shall have a right to get you examined at any time from a registered medical practitioner.
22. During the period of the training you shall comply with all the rules and regulations of the Company as amended from time to time. You will work within the framework of the organizational structure, policies, directions and guidelines laid down (and as applicable to you) by the Management.

Prepared by Jyoti Prakashy

Checked by K. S. S.

S. S. S.

H. S. S.

S.

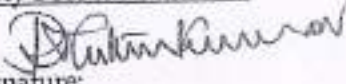
23. Confidentiality - You agree to keep your compensation confidential and not discuss it with anyone within the Company or outside. You shall not divulge any information or data in connection with our business, technology or trade to any individual, organization or body of individuals or body corporate or any other entity, either while you are in service with the company or thereafter.
24. You will be required to submit documentary evidence of your credentials. In case any information provided by you is found to be not true or correct on a future date the Company reserves the right to terminate your services forthwith.
25. Disputes/ Settlements - Any dispute relating to or arising out of this contract, including recovery of payments due and liquidated damages, will be dealt with in a competent judicial forum and the place of jurisdiction will only be Chennai, Tamil Nadu.

If the above terms are acceptable to you, kindly sign and return the duplicate copy of this "Contract of Training and Service Agreement" as a token of acceptance.

Although you are allowed to join even before your final exam results are declared, you will not be allowed to continue your training if you do not pass the exam with a minimum of 60% marks.

Yours sincerely,

Party 1 for IMC Limited

Signature:   
Name: R Muthukumar  
Designation: Head of HR  
Location: Chennai  
Date: 06/7/23

Party 2 for Mr. Rajesh Kumar

I accept the terms & conditions set out above.  
Signature:  
Name:  
Aadhaar No:  
(Please attach a copy)  
location:  
Date:

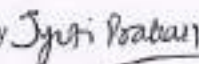
Surety of Party 2

Signature:  
Name:  
Aadhaar No:  
(Please attach a copy)  
Address:

Relationship with Party 2

Location:

Date:

Prepared by 

Checked by 



Dr.N.SUBRAMANIAN &lt;hodchemical@nandhaengg.org&gt;

---

**Confirmation of Engineers as permanent employee**

4 messages

Ramamoorthy Palavesam <ramamoorthy@relproc.com>  
To: "hodchemical@nandhaengg.org" <hodchemical@nandhaengg.org>  
Cc: Sathish kumar Subbliah <sathish@relproc.com>

Tue, Jun 27, 2023 at 12:47 PM

Dear Sir,

We glade to inform you that the below engineers successfully completed the internship programme and observed as permanent employee to our organization. Thanks for your great support and looking forward the long term association.

- 1 Rajarajeeshwaran K
- 2 Rajesh Kumar S
- 3 Basil Younathan
- 4 Dinesh M
- 5 Sibichandru P
- 6 Sanjay R
- 7 Mano S
- 8 Ranjith Kumar M
- 9 Yubaraaj V C
- 10 Hariharan P
- 11 Gowthaman V
- 12 Krishnan S
- 13 Hariharan R
- 14 Krishna Prasat M
- 15 Madhavan M
- 16 Saravanan A
- 17 Jeevith G K
- 18 Naveen Kumar K M
- 19 Vijayaragavan A
- 20 Siva Sudar Mani T
- 21 Siva Prakash C

Thanks &amp; Regards,

Rama

**RELPROC ENGINEERING**Address: 4<sup>th</sup> Floor, RBS Towers, 2224/7-4 Trichy Road,

Singanallur, Coimbatore - 641 005.

Mobile: (+91) 9894772682

Website: www.relproc.com



Dr.N.SUBRAMANIAN &lt;hodchemical@nandhaengg.org&gt;

**B.TECH CHEM INTERVIEW RESULT -reg**

3 messages

Ramsuresh G &lt;hrd@tagros.com&gt;

Mon, May 22, 2023 at 4:12 PM

To: "Dr.N.SUBRAMANIAN" &lt;hodchemical@nandhaengg.org&gt;

Cc: Veeramani K &lt;veeramani@tagros.com&gt;, Sureshkumar P &lt;suresh@tagros.com&gt;

Dear Sir,

Greetings from Tagros!!

Kindly find the results of off campus interview held on 22.05.2023 at our campus.

| S.NO | STUDENT NAME     |
|------|------------------|
| 1    | SRIHARAN M       |
| 2    | GOPINATH N       |
| 3    | SUBASH P         |
| 4    | PRAVEEN T        |
| 5    | JEEVA J          |
| 6    | VIJAYANAND A     |
| 7    | SABARIRAJA V     |
| 8    | WASIM AKRAM M    |
| 9    | NANDHAKUMAR S    |
| 10   | DEVALINGAM M     |
| 11   | HARIHARAN B      |
| 12   | RAGHURAMAN M     |
| 13   | CHIRANJEVI ANISH |
| 14   | HARIHARAN A      |

All the 14 were selected. They will be enrolled in NAPS scheme.

## STPIEND DETAILS AS BELOW

| SL.N<br>O. | PARTICULARS              | I-YEAR  | II-YEAR                                    |
|------------|--------------------------|---------|--|
| 1          | GROSS                    | 15600/- | 15600/- (AT PRESENT AND IT MAY BE REVISED) |
| 2          | TAKE HOME                | 13500/- | 15300/- (IT MAY BE INCREASED)              |
| 3          | FOOD                     | FREE    | SUBSIDY (MAX DEDNRS.175/M)                 |
| 4          | TRANSPORTATION           | FREE    | RS.125 / MONTH                             |
| 5          | 2 SET OF STICED UNIFORMS | FREE    | FREE                                       |
| 6          | SAFETY SHOE & HELMET     | FREE    | FREE                                       |

**THIRD YEAR** DETAILS YET TO BE FINALISED.

Kindly communicate the same to all the students and ask the students to join on or before 25.05.2023,  
Kindly confirm their tentative Date of Joining .

With Regards

**RAM SURESH G**

Human Resource

Tagrus Chemicals India Pvt Ltd

Mobile - 9787004174

Office - 04142-285385

Dr.N.SUBRAMANIAN <hodchemical@nandhaengg.org>  
To: vinothkumar b <vinothkumar.b@nandhaengg.org>

Mon, May 22, 2023 at 4:46 PM

[Quoted text hidden]

With Regards,

**Dr.N.SUBRAMANIAN M.Tech, Ph.D(Tech)**

Head of the Department ,  
Department of chemical Engineering,  
Nandha Engineering College ,  
Erode - 52 .

**PH :- +91 9789780967**

**+919489746950**

**E mail: nsmkongu@gmail.com**



கமலாட்சி மிலநாடு TAMILNADU  
IMC Limited  
Chennai-600 018

04 JUL 2023

CX 120078

S. AYATH BASHA  
STAMP VENDOR  
L.NO.3 / ஆ3 / 2000  
No. 43, SEETHAMMAL RO,  
TEYNAMPET CHENNAI  
PHONE: 9841640694

### CONTRACT OF TRAINING AND SERVICE AGREEMENT

This agreement defines the mandatory service of employment, agreed upon by the Party 1 and Party 2.

Hereinafter, the "Service Agreement" is entered into on this July 13, 2023

#### Party 1

IMC Limited, a private limited company incorporated under the Companies Act, 1956, having its registered office at Kolkata (hereinafter referred to as the "Company" or "Trainer" or Party 1, which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns),

AND

#### Party 2

Mr. V C Yuvaraj, Aadhaar No: 9819 7625 9794, aged 22 years, (Date of Birth - 30/10/2000), S/O of Ms. M Punithavalli, aged 46 years, and residing at # 11, Vai chinnappa gounder street, Velayuthampalayam, Punjal Pugalur, Karur, Tamil Nadu - 639117 (hereinafter referred to as the "Trainee" or Party 2, which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns)

Prepared by Jyoti Prakashan  
[Signature]

Checked by [Signature]  
[Signature]



Subsequent to an application made by party 2, Mr. V C Yuvaraj through Nandha Engineering College, Erode campus placement, Party 1 engages Party 2 as a Trainee for a period of 12 months (from the date of joining) on the following terms and conditions.

1. Department - Operations
2. Designation - You will be designated as Graduate Engineer Trainee in our Operations department.
3. Reporting Relationship - For the purpose of training and learning, you will report to the Terminal Manager or his nominee.
4. Period - Twelve months from the date of joining.
5. Location - As per the training and job requirements.
6. Stipend - During the period of training you will be paid a stipend of INR. 20,000/- (Rupees Twenty Thousand) per month and you will be provided with shared accommodation. Any shortfall in attendance will lead to proportionate deduction in the stipend.
7. You agree to keep your compensation confidential and not discuss it with anyone within the Company or outside.
8. Travel - If you are required to travel during the training period for official purposes, the Company will arrange for transportation and make necessary stay arrangements.
9. Leave - You will be entitled to 12 days of casual leave per year. This will lapse if not availed of, and it can't be encashed. A maximum of 3 days of CL can be taken at a time.
10. Exclusivity - During the period of training you will exclusively and diligently apply yourself to learning and honing your skills. You will not engage yourself in any other part time employment, business or trade or consultancy either honorary or for profit/compensation as long as you are a Trainee with the Company.
11. Expiry & Extension - Your training will automatically cease at the end of the above-mentioned period, unless extended in writing on mutually accepted terms.
12. Notice Period - If you resign before the completion of the training period, you are required to serve a one-month notice period.
13. Mandatory Service after training - On successful completion of training, you will be offered a regular position at a location / terminal of Company's choice. You will thereafter serve the Company for a minimum period of 02 years (two years). If you abandon / discontinue your training or wish to separate during the 02 years' service period of your regular employment, the Company will recover an amount of INR 1,50,000/- (Rupees One Lakh Fifty Thousand) as liquidated damages towards the cost of your training, administrative and other related expenses.

Prepared by

Jyoti Prakash

*[Signature]*

Checked by

*[Signature]*

14. You are required to identify a surety, who should be a person of substantial means (Parent or Guardian). If you fail to put in minimum service period as mentioned in this contract, you and your surety shall jointly/severally pay the liquidated damages to the company along with litigation expenses.

Further the company reserves the right to legally enforce the Agreement in an appropriate forum and recover the liquidated damages from you and/or your surety and also adjust the liquidated damages in your final settlement, if any.

15. Termination of the Contract - The Company can terminate your training without any notice on the grounds of indiscipline, lack of interest in learning, absenteeism or any other misconduct including criminal/ anti-national/ anti-social or illegal activity. In such case and in the event of your abandoning the training or not serving the mandatory period of 2 years after the training, the company shall recover all expenses related to your training and other expenses incurred on you such as:

- a) Stipend paid to you
- b) Travel & Accommodation Cost
- c) Training Cost
- d) Other administrative cost

In case you abandon or make a request for discontinuing training you agree to repay the cost incurred on your training including all the elements mentioned above.

16. Abandoning - Abandoning means without notice or intimation voluntarily abstaining from training for 06 consecutive working days or more. In such case, the company shall terminate the contract of training and you shall pay the Company money as per clauses given above.
17. Behavioral & Performance Expectations - You will follow all Standard Operating Procedures/ rules/ laws of work and safety in the work premises and outside. You shall strive to be an example for others to emulate
18. Nature of Contract - This is exclusively a contract for training and therefore there is no relationship of trainer - trainee (or master - servant) between you and the Company. You cannot claim permanence or a regular employment by virtue of you having been trained in the Company.
19. Any work, proposal, documents or any other relevant projects executed by a trainee during his tenure is sole property of the Company.
20. At the end of the training the Company, based on availability of suitable vacant position and your performance as a trainee, may offer you a regular position.
21. Your training is subject to you being and remaining medically fit (physically and mentally) and the Management shall have a right to get you examined at any time from a registered medical practitioner.
22. During the period of the training you shall comply with all the rules and regulations of the Company as amended from time to time. You will work within the framework of the organizational structure, policies, directions and guidelines laid down (and as applicable to you) by the Management.

Prepared by Syuti Prakash

*[Signature]*

*[Signature]*

Checked by

Kam

*[Signature]*

*[Signature]*

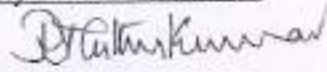
23. Confidentiality - You agree to keep your compensation confidential and not discuss it with anyone within the Company or outside. You shall not divulge any information or data in connection with our business, technology or trade to any individual, organization or body of individuals or body corporate or any other entity, either while you are in service with the company or thereafter.
24. You will be required to submit documentary evidence of your credentials. In case any information provided by you is found to be not true or correct on a future date the Company reserves the right to terminate your services forthwith.
25. Disputes/ Settlements - Any dispute relating to or arising out of this contract, including recovery of payments due and liquidated damages, will be dealt with in a competent judicial forum and the place of jurisdiction will only be Chennai, Tamil Nadu.

Although you are allowed to join even before your final exam results are declared, you will not be allowed to continue your training if you do not pass the exam with a minimum of 60% marks.

If the above terms are acceptable to you, kindly sign and return the duplicate copy of this "Contract of Training and Service Agreement" as a token of acceptance.

Yours sincerely,

Party 1 for IMC Limited

  
Signature:  
Name: R Muthukumar  
Designation: Head of HR  
Location: Chennai  
Date:

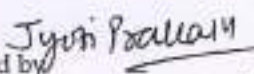
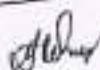
Party 2 for Mr. V C Yuvaraj

I accept the terms & conditions set out above.  
Signature:  
Name:  
Aadhaar No:  
(Please attach a copy)  
Location:  
Date:

Surety of Party 2

Signature:  
Name:  
Aadhaar No:  
(Please attach a copy)  
Address:

Relationship with Party 2  
Location:  
Date:

Prepared by   


  
Checked by   




## APPOINTMENT ORDER

Date: 15.05.2023

Name of the Employee: NISHWIN SAJEEV

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

**Appointment:** Your appointment as Engineer Trainee, from the date of joining you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

**Workplace:** Your first assignment will be at the Organization's Unit in Coimbatore, India. You may, however, be relocated to another place due to organisational requirements.

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

Technical Director,  
Fermion Energy & Engineering  
Solutions (P) Ltd, Kovaipudur,  
Coimbatore-641042.





## APPOINTMENT ORDER

Date: 15.05.2023

Name of the Employee: HARIKRISHNAN K G

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

**Appointment:** Your appointment as Engineer Trainee, from the date of joining you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

**Workplace:** Your first assignment will be at the Organization's Unit in Coimbatore, India. You may, however, be relocated to another place due to organisational requirements.

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

Technical Director,  
Fermion Energy & Engineering  
Solutions (P) Ltd, Kovaipudur,  
Coimbatore-641042.





## APPOINTMENT ORDER

Date: 15.05.2023

Name of the Employee: AKHIL B JOHN

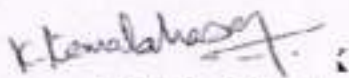
Regarding your application for a job, as well as the subsequent interviews you held with us. We are pleased to offer you a position as an Engineer Trainee with our company.

**Appointment:** Your appointment as Engineer Trainee, from the date of joining you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

**Workplace:** Your first assignment will be at the Organization's Unit in Coimbatore, India. You may, however, be relocated to another place due to organisational requirements.

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



Technical Director,  
Fermion Energy & Engineering  
Solutions (P) Ltd, Kovaipudur,  
Coimbatore-641042.





## APPOINTMENT ORDER

Date: 15.05.2023

Name of the Employee: SANAKKIYA M

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

**Appointment:** Your appointment as Engineer Trainee, from the date of joining you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

**Workplace:** Your first assignment will be at the Organization's Unit in Coimbatore, India. You may, however, be relocated to another place due to organisational requirements.

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

Technical Director,  
Fermion Energy & Engineering  
Solutions (P) Ltd, Kovaipudur,  
Coimbatore-641042.





## APPOINTMENT ORDER

Date: 15.05.2023

Name of the Employee: YOKESH V

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

**Appointment:** Your appointment as Engineer Trainee, from the date of joining you will be on probation for six (6) months following your appointment.

**Remuneration:** Your monthly remuneration is Rs 15,000/-.

**Workplace:** Your first assignment will be at the Organization's Unit in Coimbatore, India. You may, however, be relocated to another place due to organisational requirements.

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

Technical Director,  
Fermion Energy & Engineering  
Solutions (P) Ltd, Kovaipudur,  
Coimbatore-641042.







# VERTICAL SOLUTIONS

The Complete Business Solutions.

Date:28/03/2023

## APPOINTMENT LETTER

Dear Aarthi M,

This has reference to your application and the subsequent interviews you have had with us, we are pleased to make you an offer for the **TRAINEE** at **VERTICAL SOLUTIONS** under **I PHONE MANUFACTURING COMPANY**, Sriperumbudur block Sunguvarchathiram with the salary package upto **Rs.18,582 /-** per month deploying with the company location, and you are requested to join on **05/04/2023**.

You will be on probation for a period of 6 months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period your services can be terminated with One Week's notice on either side.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

### DOCUMENTS NEED

Tc, Marksheet, Adharcard, Smart card,

Photo, Vaccination Proof, Bankpassbook & Xerox.

For Vertical Solutions

Authorized Sign

I have read and accept the terms and conditions:

Date of Joining : \_\_\_\_\_

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

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

16-Mar-2023

Mr. Akash Chandru  
Nandha Engineering College

Dear Akash Chandru,

**SUB: Our offer for the position of Trainee**

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

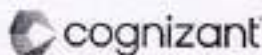
For Aspire Systems (India) Private Limited



Dinesh Kumar T.K.  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :  
Name : Akash Chandru  
Date :



## Letter of Intent (LOI)

Superset ID: 3386336

Date: November 25, 2022

Dear Akshay M,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

2 mes 51pes

DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: ameenbegum01@gmail.com <ameenbegum01@gmail.com>

Thu, Oct 13, 2022 at 1:34 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear AMEENA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:

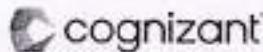
1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



## Letter of Intent (LOI)

Superset ID: 2858537

Date: November 25, 2022

For: ANANTHA VIBHUSHINEE S.

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Profile>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





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**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

T n Message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: ananthavibhushinee22@gmail.com <ananthavibhushinee22@gmail.com>

Thu, Oct 13, 2022 at 1:33 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Anantha,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

# virtusa

June 22, 2022

June 27, 2022/Intern/IN CHE DLF

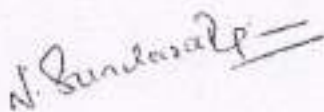
Mr. Arun T  
39, Nehru street, Dasappagoundan pudur, Gobi(TK)  
Erode  
Tamil Nadu  
India

Dear Arun,

On behalf of Virtusa Consulting Services Private Limited ("Virtusa"), I am pleased to confirm your **Internship** with us. You will be undergoing the internship at Virtusa for a period of **10 months** starting from **June 27, 2022** at our Chennai. As an Intern, you will be eligible to a consolidated stipend of **8,000.00 (Eight thousand only) per month** during the term of your internship with Virtusa.

Please note that the internship does not create any employer - employee relationship between you and Virtusa. Virtusa may terminate your internship at any time upon notice in its sole discretion.

Sincerely,



Sundararajan Narayanan

Chief People Officer & Global Head Of Human Resources

Virtusa Consulting Services Pvt Ltd, India

Offer electronically accepted by: T. Arun  
Offer electronically accepted on: Jun 23, 2022 6:51 AM  
Offer electronically accepted from: 157.49.203.176



Ref Code: ILM / CI / 2023-2024 / 785

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Ashok kumar E

Date: 24-02-2023

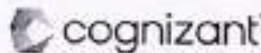
Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.





## Letter of Intent (LOI)

Superset ID: 2867529

Date: November 25, 2022

Dear Bhuvaneshwaran S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





Ref Code: ILM/CI/2023-2024/801

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
**Mr. Boopathi Raja V**

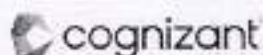
Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty - Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.



## Letter of Intent (LOI)

Supersat ID: 2841115

Date: November 25, 2022

For: DEEPIKA VEERAPPAN,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Supersat ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2.cognizant.com/cognizant.com/Pages/Prelogin>

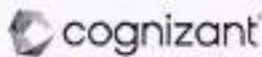
GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





## Letter of Intent (LOI)

Superset ID: 1848781

Date: November 25, 2022

To: Dharamleish . S.

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussion. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Preregist>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





DXC Technology || DECP FY'23 Hiring || Letter of Intent

DXC India Campus Connects <DXCIndiaCampusConnect@dxc.com>  
To: dharonishan82@gmail.com <dharonishan82@gmail.com>

Thu, 13 Oct 2022 at 13:33



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Dharonishan,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, at the following key terms and conditions:

- 1. Your designation at the time of joining would be Associate Professional.
- 2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfilment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi  
VP-Human Resource



Ref Code: ILM / CI / 2023-2024 / 785

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Ms. Dharanya S

Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty - Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

01 Jun, 2023

**Offer Letter****Dear Mr. Dhinesh Kumar Sangili,**

We are pleased to offer you the position of " **Software Engineer Trainee** " in our company, Kasadara Technology Solutions Private Limited subject to terms and conditions of employment as set forth in the OFFER of EMPLOYMENT. Based on the careful evaluation we have done, we are confident that you will contribute well to the development of our company and have a very fulfilling career in Kasadara.

Please find below the terms of our offer listed below and if you find them acceptable, please sign and send the 'Offer Acceptance Letter' included with this offer no later than your joining date - 05 Jun, 2023.

**1. INTERNSHIP, TRAINING, AND PROBATION:**

- By accepting this offer, you are agreeing to participate in the Kasadara Internship Program. The program includes workshops, self-paced training, and projects that can range in duration from a few weeks to a few months.
- Upon satisfactory completion of our Internship Program, you will receive an appointment letter confirming your date of joining as a full-time employee of Kasadara.
- You will be in training during the first 6-9 months of your internship. After your training you will be assigned to a team with whom you will work and learn on the job. This training will be in Coimbatore and your subsequent posting will be in either Coimbatore or Bangalore based on our requirements.
- You will be on probation for a period of 6 months from the start of your full-time employment, during which time the company will evaluate your performance. If your performance is found satisfactory, the company will confirm your employment upon the completion of the probation period, and extend the benefits offered to confirmed employees. In rare cases, the company may find it necessary to extend the probation period to provide additional time for evaluation. If the performance is found not satisfactory, the company is at liberty to terminate your services giving 7 to 30 days' notice or payment in lieu of the minimum notice period

**2. AGREEMENT PERIOD:**

In consideration of the employment opportunity provided by the Kasadara Technologies Pvt Ltd, Employee, intending to be legally bound, agree to the following.

- This agreement is effective from the date of joining and shall remain in effect throughout the term of employment with the Employer i.e., for a period of 3 years thereafter.
- Employer will be investing on Employee by providing extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Employee. In consideration of this, employee undertook to stay in employment of the Company for the above contract period.
- In case the employee, for any reason, resign from duties before the contractual period he/she may be entitled to reimburse the salary costs (including any other costs that may be incurred for training and development programs) on pro rata basis for the rest of the months of the contract period or the costs for one year whichever is higher.

**3. WORK TIMINGS:**

- Each employee, based on their roles and responsibility, is entitled to flexible work timings with the following constraints.
- Usual work timing is between 9:30 AM and 6:30 PM from Monday to Friday, so that you are able to complete 40 hours of effective work per week plus 5 hours of weekly company activities including training.
- You have to ensure that you are available for all relevant customer meetings and team meetings and interactions.

#### **4. COMPENSATION & OTHER BENEFITS:**

- Your salary will be Rs. INR 1,44,000.00 ( One Lakh Forty Four Thousand INR ) per annum.
- Actual TDS towards your Income Tax is applicable. Further clarifications on the salary structure may be obtained in person from the HR department.
- You will be covered under the company group Medclaim and the details can be obtained from the Finance team.
- Your salary will be reviewed annually as per our present policy. Changes in your salary are discretionary and are based on your performance during the period and other relevant criteria.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of our present assessment of your skills and experience. Accordingly, your salary and any changes made to it are strictly confidential and may not be discussed with any of your colleagues in the company except those who have been designated as having the authority to know your salary details.
- You will be eligible for holidays on Saturdays and Sundays and on all declared public holidays. In addition, you are eligible for 18 working days of paid leave per annum for a full time permanent employee.

#### **5. INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION:**

- You shall not use or disclose any technical confidential information of the company such as company proprietary information, technical data, trade secrets or know-how, research works, inventions, formulae, technology, design, drawing, engineering, hardware and software information, computer programming to any person, firm or corporation without a written consent from the management.
- You shall not use or disclose any business related confidential information of the company such as product plans, pricing details, products and services, customer list, source of supply, financial data, production plans or any other business related information to any person, firm or corporation without a written consent from the management.
- Any Intellectual Property or Patent worthy know-how developed by you during your period of internship or employment will be the property of Kasadara.
- You agree to sign a nondisclosure agreement to the effect that you will not disclose to any unauthorized person or party, any of the confidential material that you will have access to in your capacity as an employee of Kasadara.
- Access to Internet/E-Mail is only for official purpose during work hours. Personal use is allowed during non-working hours.

#### **6. TERMINATION:**

- At any time during the employment, if you decide to leave the company, you agree to give a 90-day written notice in order to enable the company to find and train a replacement for your position.
- If your performance drops below expectations and you are not able to show the necessary improvement under our performance improvement plan, or if any irreconcilable differences arise, the company will terminate your employment with a 30-day notice period. If the termination of employment is due to integrity issues, no notice period will be provided.
- In the event of termination of employment when you are committed to a project/customer, you shall be required to enable a smooth transition with the required transfer of knowledge to the person assuming your responsibilities.
- On communication of the termination/resignation of your employment with the company, you will return all the



confidential information and business related information in your possession to your Manager. You may retain only the information that is required for the work assigned by your Manager and return it before your departure. On communication of the termination/resignation of your employment with the company, you should ensure that all the memory devices, ID card and any other company property are returned to the HR Administration Department to get the 'No Dues Certificate'.

### 7. CONFLICT OF INTEREST:

- As a full-time employee of Kasadara, you are not entitled to take up any activity for remuneration (part-time or otherwise) as an officer / director / consultant / equivalent in any other organization without the knowledge and consent of the management.
- You cannot release any decision plan / competitive bids / any other relevant information about the company that prejudices the interest of the same.
- Employees of Kasadara cannot accept commission / share in profits / other payments / loans of any value or entertainment expenses / gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

### 8. GENERAL RESPONSIBILITIES:

- You may be required to undertake travel on company work for which you will be reimbursed as per the company policy.
- You shall maintain in your safe custody any physical and electronic documents and other company assets and return the same when the work for which these are required is completed.
- You shall inform the company of any changes in your personal data within 3 days of the occurrence of such change.
- At Kasadara, we are committed to ensuring Integrity and Excellence in all dealings with our customers, suppliers, business partners, and with each other. We require every employee of Kasadara to uphold these Core Values of our company.

### 9. CODE OF CONDUCT:

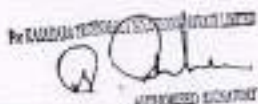
- Our dress code requires our employees to wear presentable outfits (formals or smart casuals). Fridays are casual dress days, but it still excludes what may be considered "extreme fashion" like torn jeans, etc.

Please note that the Rules and Regulations of the company will be modified / updated on a periodic basis in the HRMS tool with the intent to enhance the work culture of the company while improving the company's competitiveness in the market. We are looking forward to you joining our company and making significant contributions and having an extremely satisfying professional career with us.

Welcome to the Kasadara Team!

For Kasadara Technology Solutions Private Limited

Acceptance of Offer

  
The Kasadara Technology Solutions Private Limited  
MANAGER

**Shenba Vignesh**  
Manager - People and Culture

(Signature of Prospect Joinee)

01 Jun 2023

**Offer Letter****Dear Mr. Dhiyaneshwaran,**

We are pleased to offer you the position of " **Software Engineer Trainee** " in our company, Kasadara Technology Solutions Private Limited subject to terms and conditions of employment as set forth in the OFFER of EMPLOYMENT. Based on the careful evaluation we have done, we are confident that you will contribute well to the development of our company and have a very fulfilling career in Kasadara.

Please find below the terms of our offer listed below and if you find them acceptable, please sign and send the 'Offer Acceptance Letter' included with this offer no later than your joining date - 05 Jun, 2023.

**1. INTERNSHIP, TRAINING, AND PROBATION:**

- By accepting this offer, you are agreeing to participate in the Kasadara Internship Program. The program includes workshops, self-paced training, and projects that can range in duration from a few weeks to a few months.
- Upon satisfactory completion of our Internship Program, you will receive an appointment letter confirming your date of joining as a full-time employee of Kasadara.
- You will be in training during the first 6-9 months of your internship. After your training you will be assigned to a team with whom you will work and learn on the job. This training will be in Coimbatore and your subsequent posting will be in either Coimbatore or Bangalore based on our requirements.
- You will be on probation for a period of 6 months from the start of your full-time employment, during which time the company will evaluate your performance. If your performance is found satisfactory, the company will confirm your employment upon the completion of the probation period, and extend the benefits offered to confirmed employees. In rare cases, the company may find it necessary to extend the probation period to provide additional time for evaluation. If the performance is found not satisfactory, the company is at liberty to terminate your services giving 7 to 30 days' notice or payment in lieu of the minimum notice period.

**2. AGREEMENT PERIOD:**

In consideration of the employment opportunity provided by the Kasadara Technologies Pvt Ltd, Employee, intending to be legally bound, agree to the following.

- This agreement is effective from the date of joining and shall remain in effect throughout the term of employment with the Employer i.e., for a period of 3 years thereafter.
- Employer will be investing on Employee by providing extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Employee. In consideration of this, employee undertook to stay in employment of the Company for the above contract period.
- In case the employee, for any reason, resign from duties before the contractual period he/she may be entitled to reimburse the salary costs (including any other costs that may be incurred for training and development programs) on pro rata basis for the rest of the months of the contract period or the costs for one year whichever is higher.

**3. WORK TIMINGS:**

Kasadara Technology Solutions Private Limited  
2nd Floor, AGT Business Park, 25, Avinashi Rd, TNHB Colony, Indira Nagar, Civil Aerodrome Post  
Electronics Estate, Coimbatore, Tamil Nadu 641014

Each employee, based on their roles and responsibility, is entitled to flexible work timings with the following constraints.

Usual work timing is between 9:30 AM and 6:30 PM from Monday to Friday, so that you are able to complete 40 hours of effective work per week plus 5 hours of weekly company activities including training.

You have to ensure that you are available for all relevant customer meetings and team meetings and interactions.

#### **4. COMPENSATION & OTHER BENEFITS:**

- Your salary will be Rs. INR 1,44,000.00 ( One Lakh Forty Four Thousand INR ) per annum.
- Actual TDS towards your Income Tax is applicable. Further clarifications on the salary structure may be obtained in person from the HR department.
- You will be covered under the company group Mediclaim and the details can be obtained from the Finance team.
- Your salary will be reviewed annually as per our present policy. Changes in your salary are discretionary and are based on your performance during the period and other relevant criteria.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of our present assessment of your skills and experience. Accordingly, your salary and any changes made to it are strictly confidential and may not be discussed with any of your colleagues in the company except those who have been designated as having the authority to know your salary details.
- You will be eligible for holidays on Saturdays and Sundays and on all declared public holidays. In addition, you are eligible for 18 working days of paid leave per annum for a full time permanent employee.

#### **5. INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION:**

- You shall not use or disclose any technical confidential information of the company such as company proprietary information, technical data, trade secrets or know-how, research works, inventions, formulae, technology, design, drawing, engineering, hardware and software information, computer programming to any person, firm or corporation without a written consent from the management.
- You shall not use or disclose any business related confidential information of the company such as product plans, pricing details, products and services, customer list, source of supply, financial data, production plans or any other business related information to any person, firm or corporation without a written consent from the management.
- Any Intellectual Property or Patent worthy know-how developed by you during your period of internship or employment will be the property of Kasadara.
- You agree to sign a nondisclosure agreement to the effect that you will not disclose to any unauthorized person or party, any of the confidential material that you will have access to in your capacity as an employee of Kasadara.
- Access to Internet/E-Mail is only for official purpose during work hours. Personal use is allowed during non-working hours.

#### **6. TERMINATION:**

- At any time during the employment, if you decide to leave the company, you agree to give a 90-day written notice in order to enable the company to find and train a replacement for your position.
- If your performance drops below expectations and you are not able to show the necessary improvement under our performance improvement plan, or if any irreconcilable differences arise, the company will terminate your employment with a 30-day notice period. If the termination of employment is due to integrity issues, no notice period will be provided.
- In the event of termination of employment when you are committed to a project/customer, you shall be required to enable a smooth transition with the required transfer of knowledge to the person assuming your responsibilities.
- On communication of the termination/resignation of your employment with the company, you will return all the

confidential information and business related information in your possession to your Manager. You may retain only the information that is required for the work assigned by your Manager and return it before your departure. On communication of the termination/resignation of your employment with the company, you should ensure that all the memory devices, ID card and any other company property are returned to the HR Administration Department to get the 'No Dues Certificate'.

#### **7. CONFLICT OF INTEREST:**

As a full-time employee of Kasadara, you are not entitled to take up any activity for remuneration (part-time or otherwise) as an officer / director / consultant / equivalent in any other organization without the knowledge and consent of the management.

You cannot release any decision plan / competitive bids / any other relevant information about the company that prejudices the interest of the same.

Employees of Kasadara cannot accept commission / share in profits / other payments / loans of any value or entertainment expenses / gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

#### **8. GENERAL RESPONSIBILITIES:**

You may be required to undertake travel on company work for which you will be reimbursed as per the company policy.

You shall maintain in your safe custody any physical and electronic documents and other company assets and return the same when the work for which these are required is completed.

You shall inform the company of any changes in your personal data within 3 days of the occurrence of such change.

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#### **9. CODE OF CONDUCT:**


Our dress code requires our employees to wear presentable outfits (formals or smart casuals). Fridays are casual dress days, but it still excludes what may be considered "extreme fashion" like torn jeans, etc.

Please note that the Rules and Regulations of the company will be modified / updated on a periodic basis in the HRMS tool with the intent to enhance the work culture of the company while improving the company's competitiveness in the market. We are looking forward to you joining our company and making significant contributions and having an extremely satisfying professional career with us.

Welcome to the Kasadara Team!

For Kasadara Technology Solutions Private Limited

**Acceptance of Offer**



**Shenba Vignesh**  
Manager - People and Culture

**(Signature of Prospect Joinee)**

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**OFFER LETTER**

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Dear Dinesh R ,

**Congratulations!**

You have been selected to join VINSINFO through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Developer** with a consolidated pay of Rs. 331884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

**Probation**

You will be on probation for a period of 6 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

**Non-Disclosure Agreement and Service Agreement**

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 30 months) at the time of joining.

**Leaves**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

**Maternity and Paternity Policy**

At VINSINFO, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your manager.

The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.



28<sup>th</sup> June 2022

Dineshkumar T  
B.Tech Information Technology  
Nandha Engineering College  
Erode.

Email Id: dineshkumargold2001@gmail.com

Dear Dineshkumar T,

Congratulations!

With reference to the interview held on 17<sup>th</sup> June 2022, we are pleased to offer you the position of Technology Engineer ("Offer") at Purpleslate Private Limited ("Company").

#### Salary

Your gross annual compensation will be Rs. 6,00,000 (Rupees Six Lakhs only).

Other benefits include:

- Health Insurance cover for you and your immediate family
- Casual Leave of 12 days with Earned Leave of 12 days per year subject to the applicable laws
- Sick Leave of 10 days per year subject to the applicable laws

#### Internship

You are also eligible for an Internship at the Company during the last semester of your degree program. The date of commencement of the Internship and duration will be communicated to you through email. If your progress during the Internship is not found satisfactory, or if you do not complete the training programs assigned to you, the Internship period may be extended or even terminated during the initial or extended period.

#### Stipend

During the Internship, you are eligible for a monthly stipend of Rs. 10,000 (Rupees Ten Thousand only) to help you meet the Boarding & Lodging needs if you complete your Internship at our Chennai office.

If you work remotely during the Internship, you will be paid a one-time signing bonus of the stipend amount when you join the Company after completing your degree, which will be paid in the first regularly scheduled payroll following the date of your joining, after deducting the relevant taxes.

#### Terms & Conditions

The offer letter is valid subject to you communicating your acceptance within 7 days from the date of this Offer and failure to provide the countersigned offer letter shall entitle the Company to revoke this Offer Letter.

Further, the company reserves the right to revoke the Offer if all the subjects of your degree are not cleared or if you do not complete all the requirements of your internship.

Please note, your date of joining will be communicated to you through email. A detailed contract of employment setting out the terms and conditions of employment and the compensation breakup will be furnished to you at the time of your

2nd Floor, No.8, Type II, Dr. V.S.I Estate,  
Rajiv Gandhi Salai, Thiruvananthapuram, Chennai 600 041.

people@purpleslate.com

www.purpleslate.com

joining. Your appointment will be governed by the rules and regulations in vogue and those that may be introduced from time to time. Your initial place of posting will be at Chennai.

Please note that the Company may conduct a reference check on you either directly or through an appointed agency about your academics, family background, character, and conduct.

This offer of employment is being made considering the facts and information submitted by you in the Company's application form. The Company reserves the right to revoke the job offer if any of the information furnished leading to your selection is found to be misrepresented, untrue, false or inaccurate.

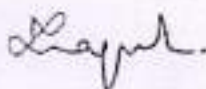
Any deviation on the above will entitle the Company to take decisions deemed fit as and as per the existing company policy, including immediate termination without payment of any severance fee.

You are requested to submit the following documents / certificates at the time of joining

1. One set photocopies of all the required academic & employment certificates
2. Copy of your Aadhar card
3. Two passport size photographs
4. Copy of your PAN card

Please sign the enclosed copy of this letter to indicate your acceptance of this offer or acknowledge via email.

We take immense pleasure in having you onboard and welcome you to the Purpleslate family. Please do not hesitate to call us for any information you may need.



Magesh Mahadevan  
Director



I accept this offer  
T. Dinesh Kumar  
(T. Dineshkumar)





Ref Code: ILM / CI / 2023-2024 / 785

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Gokul Kishore S K

Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty – Communicative English" under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.



33

Dec-2022

**Mr. Hariharan M**  
7/64B csi street devanankurichi(po)  
Tiruchengode(Tk)  
Namakkal - 637209

**Dear Hariharan,**

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

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**AVA Software Pvt. Ltd.,**  
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130  
Website: <http://www.avasoft.com>



#### Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

#### Conflict of interest Guidelines,

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

#### Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

#### Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

**Leave Eligibility:**

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

**Health Insurance**

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

**Termination & Recovery**

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

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AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

#### Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

#### Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

#### Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Jeyasree', is written above a horizontal line.

**Jeyasree Sankaran**  
**Human Resources**

Dec-2022

Mr.Hariharan M  
207 / 7, chinniapalayam, modakurichi (via),  
Erode - 638104.

Dear Hariharan,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1





### Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

### Conflict of Interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

### Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

### Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

**Leave Eligibility:**

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

**Health Insurance**

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

**Termination & Recovery**

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

**Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

**Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that

misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Jeyasree", written over a horizontal line.

Jeyasree Sankaran  
Human Resources



Date: 25-October-2023

Dear Hemalatha Gopalakrishnan,

**Offer of Employment.**

It gives immense pleasure in inviting you to join ITSS Global – Bangalore (TSOLITSS India Private Ltd) as one of its valuable members. We believe that organizations grow and flourish by the enthusiasm and energy of people, who are willing to invest into the future. We are sure that with your joining, we will be adding to our organization's strengths of competence, commitment, and customer orientation.

1. Position: Trainee
2. Gross Salary: Rs. 23855/-
3. Date of Joining: 01-November-2023
4. Probationary Period: 1 year
5. Notice Period: 3 months

The terms and conditions of your employment is given on Annexure I.

The remuneration is given on Annexure II

Please send us the acceptance of this Offer of Employment by digital signing the document.

We hope to have a long-term and mutually beneficial relationship. Wishing you a successful career at TSOLITSS India Private Limited.

Yours truly,  
For TSOLITSS India Private Limited

Divya Puri  
Sr. Manager Human Resources

25/10/2023 23:12:59

I agree to accept the employment on the above-mentioned terms and conditions.

26/10/2023 08:09:22

Date:

Employee Signature



Annexure I

**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant information. You would also let us know the name and address of your legal heir/nominee.

**2. Working Hours:**

The regular working hours of the company are from 9:30AM to 6:30PM and lunch break for 60 minutes. You will be required to work extra hours as and when required and informed by your Line Managers / Management.

**3. Late to office:**

You are requested to be punctual. However, if you know in advance that you will be arriving late to office, you must inform your immediate manager within one hour before the start of the work hours. This could be a maximum of three times in a month and the delay should be not more than a couple of hours in attending office. Late marks will be accorded to you for every three late entry with one day marked as absent.

**4. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note in the event of refusal to participate in a training program without acceptable reason the company reserves the right to terminate your employment contract with immediate effect.

**5. Probation Period:**

You will be on probation for a minimum period of One Year from the date of commencement of your employment with the company. During the probation period you must complete the certification assigned to you, performance will be monitored closely and the same will be reviewed at frequent intervals.

If the performance is found satisfactory your employment shall be confirmed by the company at the end of Probation however if the performance is unsatisfactory, your employment with the company may be terminated forthwith or the probation period will be extended for another 6 months with the rider on weak performance area and if found unsatisfactory performance during the extension period your employment shall be terminated.

**6. Performance Reviews/Appraisal:**

The company follows a policy of annual performance reviews, which are linked to performance incentives every year, based on your performance during the previous year.

The company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy solely based on the performance rating achieved during the previous one year.

**7. Intellectual Property Rights:**

You acknowledge that the copyright and other intellectual property rights in all materials whether in tangible or fungible form, and whether or not stored or compiled physically, electronically, graphically, photographically or in writing, produced/developed/conceived by you whether singly or jointly with others during, or in connection with your employment (whether or not produced/developed/conceived during normal working hours), including, within limitation, computer software, and all other documents and materials whether capable of Intellectual Property protection or not shall belong to and solely vest in the Company. You acknowledge that the company shall be entitled to file statutory applications and obtain in its name any copyright, trademark, patents subsisting in all materials developed/conceived by you and you hereby appoint the Company as your irrevocable attorney to do all acts deeds and things necessary for the Company to obtain the Intellectual Property rights in its name.



## 8. PROTECTING COMPANY ASSETS:

### 8.1 Company Confidential Information

For the Company, its confidential information is a valuable asset and every director, employee and agent of the company must protect it. Confidential information includes all non-public information (regardless of its source) that might be of use to the Company's competitors or harmful to the company if disclosed. We must take care that all confidential information is used for Company business purposes only.

Upon joining TSOLITSS, all employees sign a Confidentiality and Nondisclosure Agreement which details confidentiality obligations to the Company. As employees, we have access to significant amounts of company information that may not be available to the public, and we should preserve the confidentiality of information obtained in the Company's service. Information of a confidential, private and sensitive nature must be used responsibly, controlled and protected to prevent its prohibited, arbitrary or careless disclosure.

Unless the Company has provided its specific consent, which should preferably be in writing, or there is a legal or professional right or duty to disclose, we are prohibited from disclosing confidential Company information. Confidential or proprietary information about clients, our organization, or other parties, which has been gained through employment or affiliation with TSOLITSS, may not be used for personal advantage or for the benefit of third parties.

We are also responsible for properly labelling all documentation in accordance with the Information Labelling and Classification policy. This responsibility includes the safeguarding, securing and proper disposal of confidential information and extends to confidential information of third parties, which is explained elsewhere in this Code.

### 8.2 Improper Opportunities

When we receive information as part of our job, we should not trade with it for our personal benefit. Neither should we pass on the information to our friends and family members or indirectly compete with the Company. Information obtained as part of our job should not be taken advantage of even after we leave the organization.

### 8.3 Company Intellectual Property

The Intellectual property (IP) of the Company must be protected as a vital business asset. Our IP portfolio includes copyrights, patents, trademarks, service marks, trade secrets, design rights, logos, brands and know how. We must use our IP focusing on protecting these assets. It is important to ensure that to the extent permitted by law, the rights to all IP created using the Company's time and expense that which are within the scope of our duties are assigned to and are the property of the Company. We should promptly disclose any works, inventions or developments we create to obtain legal protection over them.

## 9. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 10. Termination of Service:

You hereby undertake to remain in the employment of this company for a minimum period of Three years from the date of this Agreement. Any further extension of probationary / Training period on case-to-case basis may be inducted based on performance. If you terminate the employment within the THREE years from date of commencement inferred from in para 1 above of clause 10, the company shall be at its own discretion to claim damages / expenses not exceeding Rs.2,00,000/- (Rupees Two Lakhs) or which may be enhanced based on the expenses incurred and the loss suffered.





The company may incur due to premature termination of employment, the said damages shall be cleared by you before the final settlement of the dues from the Company. The company is at liberty to initiate legal proceedings to claim the damages, expenses, and cost of training.

The company may terminate the working relations with you during the period of probation by giving prior notice of one month.

#### Termination – Against Offer Travel

- TSOLITSS is more into on site consulting where every employee must Travel anytime in any situation as agreed before accepting the offer letter.
- If there is failure to Travel, the company reserves the right to terminate the services of employee with immediate affect without any Compensation.
- Exception of Not travelling will be considered only if the employee has a valid personal reason (Sick, demise, others with evidential proof which is mutually agreed by the Management and your Line Manager)

#### Termination – Another Clause

You will be liable for termination from service by the Company without notice if:

- Any declaration given by you, or testimonials furnished by you to the Company proves to be false.
- You are found to have willfully suppressed any material information.
- You are found to have been convicted for or indulged in criminal, subversive, or immoral activities.
- You are found to have indulged in financial irregularities.
- You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the Company.
- You fail to abide to instructions from your Line Managers / Management, unauthorized absence, disloyalty, misconduct, and non-performance necessary disciplinary action will be taken against you.
- On communication of the termination/resignation of your employment with the Company, you will immediately give up all documents of the Company including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.
- You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

#### 11. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or applicable to the organization or are framed from time to time by the company.

#### 12. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case later any of your statement / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above said terms and conditions are based on the company's policy, procedures, and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please sign and return the attached acknowledgement copy of this letter to indicate your agreement to these terms and consideration of employment.

TSOLITSS India Private Limited

Renaissance Centra, 2<sup>nd</sup> Floor #27&27/1, Mission Road, Bangalore – 560027 Karnataka, India

Email: [mail@itssglobal.com](mailto:mail@itssglobal.com)

Tel- 080 22273390

Website-[www.itssglobal.com](http://www.itssglobal.com)

Annexure II

Name: Hemalatha Gopelakrishnan  
Position: Trainee

Please find below CTC structure with breakup:

| Components                        | Monthly           | Annually      |
|-----------------------------------|-------------------|---------------|
| <u>Fixed Compensation</u>         | 23855             | 286260        |
| Basic                             | 9542              | 114504        |
| House Rent Allowance              | 3817              | 45804         |
| Allowance*                        | 10496             | 125952        |
| Employer Provident Fund           | 1145              | 13740         |
| <u>Annual Components/Retirals</u> |                   |               |
| Health Insurance                  |                   | 0             |
| Gratuity                          |                   | 0             |
| Variable Component**              |                   | 0             |
|                                   | <b>Annual CTC</b> | <b>300000</b> |

\*-Conveyance, Attire, Medical, Telephone and Special Allowance.

**Note:**

- Any tax arising out of the remuneration will be deducted as per the income tax rules and regulations.

Yours truly,  
For TSOLITSS India Private Limited

*Divya Puri*

25/10/2023 23:12:59

**Divya Puri**  
Sr. Manager Human Resources

\*\*Compensation is confidential between you and the company, and you are urged to maintain confidentiality\*\*



ACCEPTANCE

I, hereby confirm that I have read and understood the Terms and Conditions of Employment mentioned above and confirm my agreement to them and hereby accept the Company's offer of appointment without any reservations whatsoever. I confirm that I have voluntarily offered my services to the company and that neither the Company nor any of its officers or employees have solicited my services by persuading me to terminate any other contract of employment or otherwise.

Employee's Signature: Hemalatha Gupchirishnan

Date: 26/10/2023 08:09:22

Location: COIMBATORE

Ref: 945729/2172740/ELTP

21-Aug-2023

Ms. Indhuvadhani Shivakumar  
Tirupur (Tnl) - 641604  
Mobile: 9790340994

Subject: Offer of Appointment

Dear Ms. Indhuvadhani Shivakumar

It is our pleasure to welcome you to Tech Mahindra Limited.

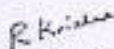
1. With reference to our discussions, we are pleased to offer you an appointment in our organization as Associate Software Engineer at Band 'U' and Sub Band 'U1' under ELTP Scheme.
2. You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training. The training program called "Entry Level Integrated Training and Enablement"(ELITE) will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration "Annual Total Cash Compensation" will be INR 325000.00(Three Lakh Twenty Five Thousand). Please refer Annexure A for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following: -
  - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
  - Meeting the set eligibility criteria at the end of your academic course
  - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
  - Submission of all necessary legal documentation pertaining to your employment.
7. You are required to sign a service bond (Draft at Annexure I) with our organization for a sum of Indian Rupees 1,00,000/- (Rupees One Lakh Only). As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding INR15,000/- (Rupees Fifteen Thousand Only) towards travel & movement of baggage, initial hotel accommodation and deposit for



residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in Annexure B.
9. You are required to join on 29-AUG-2023 and report to Anandhu Krishnan at 9:00 AM for Virtual Joining Process to complete the joining formalities at TECH MAHINDRA LTD, SEZ UNIT ELCOT SEZ, SURVEY NO. 602/3, 138, SHOLINGANALLUR VILLAGE, TALUK A- TAMBARAM, DISTRICT - KANCHIPURAM, CHENNAI - 600119. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. You are required to submit soft copies of the original documents as per Annexure C to the recruiter and HR Team respectively.
10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure ?C. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
13. Kindly confirm your acceptance of this offer of appointment to campusjoining@techmahindra.com by 28-AUG-2023.

For Tech Mahindra Limited

  
Krishna Ramaswami  
Head - Resource Management Group

Enc: Annexure-A (Salary Structure, Annexure-B Important / Indicative Terms & Conditions of Employment, Annexure-C Check List of Documents, Annexure-D Confidentiality Agreement, Annexure-E Medical Self Declaration, Annexure F Intellectual property Assignment, Annexure-G ?General Covenant, Annexure - H Acknowledgement, Annexure I Indemnity bond

Date: 23 - 08 - 2023

Signature:   
Indhuvadhani Shrivakumar

ANNEXURE - A

|          |   |                                   |
|----------|---|-----------------------------------|
| NAME     | Ms Indhuvadhani Shivakumar                                    |                                   |
| TITLE    | Associate Software Engineer                                   |                                   |
| BAND     | U1  |                                   |
| LOCATION | CHENNAI   |                                   |
|          | COMPONENTS  | Per Annum<br>(All figures in INR) |
|          | BASIC (@40% OF TOTAL FIXED PAY)                               | 111397                            |
|          | HRA (@70% OF BASIC)   | 77978                             |
|          | BONUS / STATUTORY BONUS                                       | 48000                             |
|          | EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY) | 13368                             |
|          | FLEXIBLE COMPONENTS OF TFP                                    | 27750                             |
|          | TOTAL FIXED PAY..... (A)                                      | 278493                            |
|          | TOTAL VARIABLE PAY (TVP)..... (B)                             | 30944                             |
|          | ADDITIONAL BENEFITS..... (C)                                  | 15563                             |
|          | GRATUITY  | 5359                              |
|          | INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)              | 10204                             |
|          | TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)              | 325000                            |

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

| Component               | Max Limit |
|-------------------------|-----------|
| Leave Travel Assistance | 12000     |
| Meal Card               | 26400     |

(Contd...)

*S. Anil Kumar*

ANNEXURE A (Contd...)

3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

- a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakh to the beneficiary on the unfortunate death of the associate
- b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of INR 3 lakh (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakh.
- c) Group Personal Accident Insurance (GPAI) Coverage: You would be enrolled under the Company's GPAI scheme with a cover of up to INR 5 lakh payable in case of permanent disablement arising out of any unfortunate event of an accident.

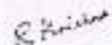
4. Deductions:

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) Statutory Deductions: Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

  
Krishna Ramaswami  
Head - Resource Management Group

**ANNEXURE - B**

1. **Terms and Conditions**

(a) **Code of Conduct.**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

*S. Indhu*





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Offer: Computer Consultancy  
Ref: TCSL/DT20222856523/Chennai  
Date: 25/11/2022

Mr. Karthi S  
2/1 East Street,  
Kurnathur,  
Tirupur-638103,  
Tamilnadu.  
Tel# -9003506305

Dear Karthi S,

**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 **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kamaraj Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 103/11/2, Nallam Point, Marina, Chennai 402 021  
TCS Career Services: 1 800 229 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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07/02/2024



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.

## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

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## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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Tata Consultancy Services Limited

415/21-24, Kumaran Nager, Sholingasallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 3535 Website: www.tcs.com  
Registered Office: Rittal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service: 1800 209 5111 Email: [career@tcs.com](mailto:career@tcs.com)



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumarari Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2535 Website: www.tcs.com  
Registered Office: Nirjal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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Dec-2022

**Ms. Kavitha M**  
3E, Periyar Nagar, Nagarpalaya, Road  
Gobichettipalayam  
Erode - 638452

**Dear Kavitha,**

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

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AVA Software Pvt. Ltd.,  
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130  
Website: <http://www.avasoft.com>



#### Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

#### Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

#### Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

#### Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.



#### Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

#### Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

#### Termination & Recovery

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.





- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

**Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

**Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

**Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



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**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 30th Dec 2022.

Sincerely,

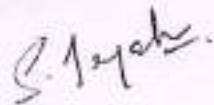
A handwritten signature in black ink, appearing to read "J. Sankaran".

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**Jeyasree Sankaran**  
Human Resources

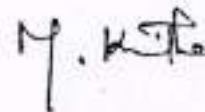
| A – Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B – Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| LTA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C- Retirals</b>              |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,



Jeyasree Sankaran  
Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Kavitha M  
Trainee Engineer

OL/1959

07-Dec-2022

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**OFFER LETTER**

---

Dear Keerthana P,

**Congratulations!**

You have been selected to join VINSINFO through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Developer** with a consolidated pay of Rs. 331884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

**Probation**

You will be on probation for a period of 6 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

**Non-Disclosure Agreement and Service Agreement**

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 30 months) at the time of joining.

**Leaves**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

**Maternity and Paternity Policy**

At VINSINFO, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your manager.

The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.

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**VINSINFO PRIVATE LIMITED**

Nisha Anand Complex, 80/96, Chamiers Road, Teynampet, Chennai - 600 018, INDIA  
+91 44 2431 4499 | hr@vinsinfo.com | www.vinsinfo.com

CIN U72900TN2018PTC126579  
PAN AAGCV7368H  
GSTIN 33AAGCV7368H1ZZ

07/02/2024

**Joining Date**

Your date of joining will be communicated separately.

We warmly welcome you to the VINS family!

Regards,



Authorised Signatory



Date: 25-October-2023

Dear Keerthana S,

**Offer of Employment.**

It gives immense pleasure in inviting you to join ITSS Global – Bangalore (TSOLITSS India Private Ltd) as one of its valuable members. We believe that organizations grow and flourish by the enthusiasm and energy of people, who are willing to invest into the future. We are sure that with your joining, we will be adding to our organization's strengths of competence, commitment, and customer orientation.

1. Position: Trainee
2. Gross Salary: Rs. 23855/-
3. Date of Joining: 01-November-2023
4. Probationary Period: 1 year
5. Notice Period: 3 months

The terms and conditions of your employment is given on Annexure I.

The remuneration is given on Annexure II

Please send us the acceptance of this Offer of Employment by digital signing the document.

We hope to have a long-term and mutually beneficial relationship. Wishing you a successful career at TSOLITSS India Private Limited.

Yours truly,  
For TSOLITSS India Private Limited

Divya Puri  
Sr. Manager Human Resources

I agree to accept the employment on the above-mentioned terms and conditions.

Date:

Employee Signature

07/02/2024

AL/1822

23-Feb-2023

**Keerthana Veerasamy**  
5/829 Raja Nager,  
Boyampalayam,  
Tirupur,  
641603

Dear Keerthana Veerasamy,

Offer of Appointment

We are extremely pleased to offer you the job of "Associate Developer" in VINSINFO Private Limited on the following terms and conditions.

**Probation**

You will be on probation for a period of 180 calendar days or such extended period as may be decided by the company based on your performance.

*\*An early confirmation (<6 months) is possible for trainees who exhibit extraordinary performance.*

**Compensation**

Your annual compensation (CTC) will be Rs. 334799/- (Rupees Three Lakhs Thirty Four Thousand Seven Hundred and Ninety Nine Only). Refer attached Annexure for salary structure.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your Manager.

The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.

**Leave Policy**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

We are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women are entitled to maternity leave with full pay for a period of 26 weeks. This policy is in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 5 continuous working days.

**Confidentiality**

The work developed at VINSINFO Private Limited is proprietary to the company and at no instance you will reveal to outsiders or competitors the information of clients, projects and products developed.



### Non-Disclosure and Service Agreement

You will be required to sign a Non-Disclosure Agreement and Service Agreement (for 30 Months) on the joining day along with your appointment letter.

### Termination of Employment

- a. During probation period, your services can be terminated by the company with a notice of one day and a month's salary.
- b. On confirmation, your services can be terminated with a minimum notice period of 1 month or completion of the project handled.
- c. If you resign from the services of the company, you will have to serve a notice period of 3 months.

### Higher Education

During your employment at VINSINFO Private Limited, you cannot take up full time or part time employment elsewhere. If you join any educational institution school or college, you should inform the management 3 months in advance. You will be permitted to pursue higher education (through distance education) on completion of 1 year of service.

#### Note

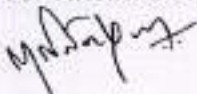
- o Your address noted above shall be treated as your correct address for all communications. If there is any change in your above address, the same should be intimated to the employer within three days of such change.
- o You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- o Any change in the terms and conditions of employment is at the Company's discretion and will be notified individually through e-mail communication.

Looking forward to a professionally meaningful and mutually rewarding relationship!

Welcoming you again to the VINS family!

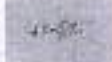
Sincerely yours

For VINSINFO PRIVATE LIMITED,



Authorized Signatory

I hereby accept the Appointment Letter with the terms and conditions mentioned above and agree to join on 08-Mar-2023.

Signature: 

Name: V.keerthana

Date: Feb 23 2023 19:19 IST



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: Lakshmanram000@gmail.com <lakshmanram000@gmail.com>

Thu, Oct 13, 2022 at 1:36 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Lakshman Ram,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

07/02/2024



Ref Code: ILM / CI / 2023-2024 / 785

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Mohamed Ashiq S

Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

01 Jun, 2023

**Offer Letter****Dear Mr. Muhamod suhail**

We are pleased to offer you the position of " **Software Engineer Trainee** " in our company, Kasadara Technology Solutions Private Limited subject to terms and conditions of employment as set forth in the OFFER of EMPLOYMENT. Based on the careful evaluation we have done, we are confident that you will contribute well to the development of our company and have a very fulfilling career in Kasadara.

Please find below the terms of our offer listed below and if you find them acceptable, please sign and send the 'Offer Acceptance Letter' included with this offer no later than your joining date - 05 Jun, 2023 .

**1. INTERNSHIP, TRAINING, AND PROBATION:**

- By accepting this offer, you are agreeing to participate in the Kasadara Internship Program. The program includes workshops, self-paced training, and projects that can range in duration from a few weeks to a few months.
- Upon satisfactory completion of our Internship Program, you will receive an appointment letter confirming your date of joining as a full-time employee of Kasadara.
- You will be in training during the first 6-9 months of your internship. After your training you will be assigned to a team with whom you will work and learn on the job. This training will be in Coimbatore and your subsequent posting will be in either Coimbatore or Bangalore based on our requirements.
- You will be on probation for a period of 6 months from the start of your full-time employment, during which time the company will evaluate your performance. If your performance is found satisfactory, the company will confirm your employment upon the completion of the probation period, and extend the benefits offered to confirmed employees. In rare cases, the company may find it necessary to extend the probation period to provide additional time for evaluation. If the performance is found not satisfactory, the company is at liberty to terminate your services giving 7 to 30 days' notice or payment in lieu of the minimum notice period

**2. AGREEMENT PERIOD:**

In consideration of the employment opportunity provided by the Kasadara Technologies Pvt Ltd, Employee, intending to be legally bound, agree to the following.

- This agreement is effective from the date of joining and shall remain in effect throughout the term of employment with the Employer i.e., for a period of 3 years thereafter.
- Employer will be investing on Employee by providing extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Employee. Inconsideration of this, employee undertook to stay in employment of the Company for the above contract period.
- In case the employee, for any reason, resign from duties before the contractual period he/she may be entitled to reimburse the salary costs (including any other costs that may be incurred for training and development programs) on pro rata basis for the rest of the months of the contract period or the costs for one year whichever is higher.

**3. WORK TIMINGS:**

Kasadara Technology Solutions Private Limited  
2nd Floor, AGT Business Park, 25, Avinashi Rd, TNHB Colony, Indira Nagar, Civil Aerodrome Post  
Electronics Estate, Coimbatore, Tamil Nadu 641014

07/02/2024

- Each employee, based on their roles and responsibility, is entitled to flexible work timings with the following constraints.
- Usual work timing is between 9:30 AM and 6:30 PM from Monday to Friday, so that you are able to complete 40 hours of effective work per week plus 5 hours of weekly company activities including training.
- You have to ensure that you are available for all relevant customer meetings and team meetings and interactions.

#### **4. COMPENSATION & OTHER BENEFITS:**

- Your salary will be Rs. INR 1,44,000.00 ( One Lakh Forty Four Thousand INR ) per annum.
- Actual TDS towards your Income Tax is applicable. Further clarifications on the salary structure may be obtained in person from the HR department.
- You will be covered under the company group Mediclaim and the details can be obtained from the Finance team.
- Your salary will be reviewed annually as per our present policy. Changes in your salary are discretionary and are based on your performance during the period and other relevant criteria.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of our present assessment of your skills and experience. Accordingly, your salary and any changes made to it are strictly confidential and may not be discussed with any of your colleagues in the company except those who have been designated as having the authority to know your salary details.
- You will be eligible for holidays on Saturdays and Sundays and on all declared public holidays. In addition, you are eligible for 18 working days of paid leave per annum for a full time permanent employee.

#### **5. INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION:**

- You shall not use or disclose any technical confidential information of the company such as company proprietary information, technical data, trade secrets or know-how, research works, inventions, formulae, technology, design, drawing, engineering, hardware and software information, computer programming to any person, firm or corporation without a written consent from the management.
- You shall not use or disclose any business related confidential information of the company such as product plans, pricing details, products and services, customer list, source of supply, financial data, production plans or any other business related information to any person, firm or corporation without a written consent from the management.
- Any Intellectual Property or Patent worthy know-how developed by you during your period of internship or employment will be the property of Kasadara.
- You agree to sign a nondisclosure agreement to the effect that you will not disclose to any unauthorized person or party, any of the confidential material that you will have access to in your capacity as an employee of Kasadara.
- Access to Internet/E-Mail is only for official purpose during work hours. Personal use is allowed during non-working hours.

#### **6. TERMINATION:**

- At any time during the employment, if you decide to leave the company, you agree to give a 90-day written notice in order to enable the company to find and train a replacement for your position.
- If your performance drops below expectations and you are not able to show the necessary improvement under our performance improvement plan, or if any irreconcilable differences arise, the company will terminate your employment with a 30-day notice period. If the termination of employment is due to integrity issues, no notice period will be provided.
- In the event of termination of employment when you are committed to a project/customer, you shall be required to enable a smooth transition with the required transfer of knowledge to the person assuming your responsibilities.
- On communication of the termination/resignation of your employment with the company, you will return all the

confidential information and business related information in your possession to your Manager. You may retain only the information that is required for the work assigned by your Manager and return it before your departure. On communication of the termination/resignation of your employment with the company, you should ensure that all the memory devices, ID card and any other company property are returned to the HR Administration Department to get the 'No Dues Certificate'.

#### **7. CONFLICT OF INTEREST:**

As a full-time employee of Kasadara, you are not entitled to take up any activity for remuneration (part-time or otherwise) as an officer / director / consultant / equivalent in any other organization without the knowledge and consent of the management.

You cannot release any decision plan / competitive bids / any other relevant information about the company that prejudices the interest of the same.

Employees of Kasadara cannot accept commission / share in profits / other payments / loans of any value or entertainment expenses / gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

#### **8. GENERAL RESPONSIBILITIES:**

You may be required to undertake travel on company work for which you will be reimbursed as per the company policy.

You shall maintain in your safe custody any physical and electronic documents and other company assets and return the same when the work for which these are required is completed.

You shall inform the company of any changes in your personal data within 3 days of the occurrence of such change.

At Kasadara, we are committed to ensuring Integrity and Excellence in all dealings with our customers, suppliers, business partners, and with each other. We require every employee of Kasadara to uphold these Core Values of our company.

#### **9. CODE OF CONDUCT:**

Our dress code requires our employees to wear presentable outfits (formals or smart casuals). Fridays are casual dress days, but it still excludes what may be considered "extreme fashion" like torn jeans, etc.

Please note that the Rules and Regulations of the company will be modified / updated on a periodic basis in the HRMS tool with the intent to enhance the work culture of the company while improving the company's competitiveness in the market. We are looking forward to you joining our company and making significant contributions and having an extremely satisfying professional career with us.

Welcome to the Kasadara Team!

For Kasadara Technology Solutions Private Limited

Acceptance of Offer

  
KASADARA TECHNOLOGY SOLUTIONS PRIVATE LIMITED  
AUTHORIZED SIGNATURE

**Shenba Vignesh**  
Manager - People and Culture

(Signature of Prospect Joinee)



Dec-2022

Mr. Nakul Anand C  
398/5, Anaikattu road,  
Surampatti valasu  
Erode - 638011

Dear Nakul Anand,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1



#### Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

#### Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

#### Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

#### Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.





#### Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

#### Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

#### Termination & Recovery

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.



- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

#### **Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

#### **Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

#### **Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

Sincerely,

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

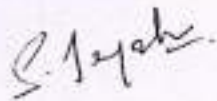
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Jeyasree Sankaran  
Human Resources

| A – Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B – Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| LTA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C- Retirals</b>              |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,

To AVA SOFTWARE Pvt. Ltd.,



Jeyasree Sankaran  
Human Resources

Nakul Anand C  
Trainee Engineer

01 Jun, 2023

**Offer Letter****Dear Mr. Nandhakumaran,**

We are pleased to offer you the position of " **Software Engineer Trainee** " in our company, Kasadara Technology Solutions Private Limited subject to terms and conditions of employment as set forth in the OFFER of EMPLOYMENT. Based on the careful evaluation we have done, we are confident that you will contribute well to the development of our company and have a very fulfilling career in Kasadara.

Please find below the terms of our offer listed below and if you find them acceptable, please sign and send the 'Offer Acceptance Letter' included with this offer no later than your joining date - 05 Jun, 2023 .

**1. INTERNSHIP, TRAINING, AND PROBATION:**

- By accepting this offer, you are agreeing to participate in the Kasadara Internship Program. The program includes workshops, self-paced training, and projects that can range in duration from a few weeks to a few months.
- Upon satisfactory completion of our Internship Program, you will receive an appointment letter confirming your date of joining as a full-time employee of Kasadara.
- You will be in training during the first 6-9 months of your internship. After your training you will be assigned to a team with whom you will work and learn on the job. This training will be in Coimbatore and your subsequent posting will be in either Coimbatore or Bangalore based on our requirements.
- You will be on probation for a period of 6 months from the start of your full-time employment, during which time the company will evaluate your performance. If your performance is found satisfactory, the company will confirm your employment upon the completion of the probation period, and extend the benefits offered to confirmed employees. In rare cases, the company may find it necessary to extend the probation period to provide additional time for evaluation. If the performance is found not satisfactory, the company is at liberty to terminate your services giving 7 to 30 days' notice or payment in lieu of the minimum notice period.

**2. AGREEMENT PERIOD:**

In consideration of the employment opportunity provided by the Kasadara Technologies Pvt Ltd, Employee, intending to be legally bound, agree to the following.

- This agreement is effective from the date of joining and shall remain in effect throughout the term of employment with the Employer i.e., for a period of 3 years thereafter.
- Employer will be investing on Employee by providing extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Employee. Inconsideration of this, employee undertook to stay in employment of the Company for the above contract period.
- In case the employee, for any reason, resign from duties before the contractual period he/she may be entitled to reimburse the salary costs (including any other costs that may be incurred for training and development programs) on pro rata basis for the rest of the months of the contract period or the costs for one year whichever is higher.

**3. WORK TIMINGS:**

Kasadara Technology Solutions Private Limited  
2nd Floor, AGT Business Park, 25, Avinashi Rd, TNHB Colony, Indira Nagar, Civil Aerodrome Post  
Electronics Estate, Coimbatore, Tamil Nadu 641014

07/02/2024

Each employee, based on their roles and responsibility, is entitled to flexible work timings with the following constraints.

Usual work timing is between 9:30 AM and 6:30 PM from Monday to Friday, so that you are able to complete 40 hours of effective work per week plus 5 hours of weekly company activities including training.

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#### **4. COMPENSATION & OTHER BENEFITS:**

- Your salary will be Rs. INR 1,44,000.00 ( One Lakh Forty Four Thousand INR ) per annum.
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- You will be covered under the company group Mediclaim and the details can be obtained from the Finance team.
- Your salary will be reviewed annually as per our present policy. Changes in your salary are discretionary and are based on your performance during the period and other relevant criteria.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of our present assessment of your skills and experience. Accordingly, your salary and any changes made to it are strictly confidential and may not be discussed with any of your colleagues in the company except those who have been designated as having the authority to know your salary details.
- You will be eligible for holidays on Saturdays and Sundays and on all declared public holidays. In addition, you are eligible for 18 working days of paid leave per annum for a full time permanent employee.

#### **5. INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION:**

- You shall not use or disclose any technical confidential information of the company such as company proprietary information, technical data, trade secrets or know-how, research works, inventions, formulae, technology, design, drawing, engineering, hardware and software information, computer programming to any person, firm or corporation without a written consent from the management.
- You shall not use or disclose any business related confidential information of the company such as product plans, pricing details, products and services, customer list, source of supply, financial data, production plans or any other business related information to any person, firm or corporation without a written consent from the management. Any Intellectual Property or Patent worthy know-how developed by you during your period of internship or employment will be the property of Kasadara.
- You agree to sign a nondisclosure agreement to the effect that you will not disclose to any unauthorized person or party, any of the confidential material that you will have access to in your capacity as an employee of Kasadara.
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At any time during the employment, if you decide to leave the company, you agree to give a 90-day written notice in order to enable the company to find and train a replacement for your position.

If your performance drops below expectations and you are not able to show the necessary improvement under our performance improvement plan, or if any irreconcilable differences arise, the company will terminate your employment with a 30-day notice period. If the termination of employment is due to integrity issues, no notice period will be provided.

In the event of termination of employment when you are committed to a project/customer, you shall be required to enable a smooth transition with the required transfer of knowledge to the person assuming your responsibilities.

On communication of the termination/resignation of your employment with the company, you will return all the

confidential information and business related information in your possession to your Manager. You may retain only the information that is required for the work assigned by your Manager and return it before your departure. On communication of the termination/resignation of your employment with the company, you should ensure that all the memory devices, ID card and any other company property are returned to the HR Administration Department to get the 'No Dues Certificate'.

#### **7. CONFLICT OF INTEREST:**

- As a full-time employee of Kasadara, you are not entitled to take up any activity for remuneration (part-time or otherwise) as an officer / director / consultant / equivalent in any other organization without the knowledge and consent of the management.
- You cannot release any decision plan / competitive bids / any other relevant information about the company that prejudices the interest of the same.
- Employees of Kasadara cannot accept commission / share in profits / other payments / loans of any value or entertainment expenses / gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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- You shall maintain in your safe custody any physical and electronic documents and other company assets and return the same when the work for which these are required is completed.
- You shall inform the company of any changes in your personal data within 3 days of the occurrence of such change.
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- Our dress code requires our employees to wear presentable outfits (formals or smart casuals). Fridays are casual dress days, but it still excludes what may be considered "extreme fashion" like torn jeans, etc.

Please note that the Rules and Regulations of the company will be modified / updated on a periodic basis in the HRMS tool with the intent to enhance the work culture of the company while improving the company's competitiveness in the market. We are looking forward to you joining our company and making significant contributions and having an extremely satisfying professional career with us.

Welcome to the Kasadara Team!

For Kasadara Technology Solutions Private Limited

**Acceptance of Offer**

  
AUTHORIZED SIGNATURE

**Shenba Vignesh**  
Manager - People and Culture

**(Signature of Prospect Joinee)**

Kasadara Technology Solutions Private Limited  
2nd Floor, AGT Business Park, 25, Avinashi Rd, TNHB Colony, Indira Nagar, Civil Aerodrome Post  
Electronics Estate, Coimbatore, Tamil Nadu 641014

07/02/2024



## Offer Letter

September 02, 2022

Mr. Nithish Kumar M,  
52, Arasanthoottam,  
Vellankovil,  
Gobichettipalayam,  
Erode - 638054.

Dear Mr. Nithish Kumar M,

We are pleased to offer you a Software Internship position at **Dhyan Networks and Technologies Private Limited** ("Company").

The Software Internship is being offered at the Company under the following terms:

- Your monthly pay will be INR 15,000/-.
- The Software Internship at the Company is from October 17, 2022, until June 30, 2023.
- You will be required to start the Software Internship at the Company no later than October 17<sup>th</sup>, 2022.
- As a software intern you will be required to abide the policies of the Company.

You will be working with a Company Mentor who will help you in learning software technologies to enable you to meet your course requirements and successfully graduate from Nandha Engineering College, Erode ("College").

Upon successfully graduating with a bachelor's degree in Information Technology from your College no later than June 30, 2023, and upon satisfactorily completing the software internship at the Company, we would be pleased to offer you the role of a **Software Engineer-Trainee** at Dhyan Networks and Technologies Private Limited under the following terms and conditions

1. Your annual pay will be INR 4,00,463/-. Please refer to Annexure for the details.
2. Initially you will be on probation for a period of 6 months. You will be deemed to be on probation until confirmed to services in writing.
3. You will be based at CHENNAI. You should be prepared to work anywhere in India or abroad. The Company reserves the right to transfer you to any office, department or establishment forming a part of our company or any establishment wherever our company will be having interest.
4. You will report to the Head Engineering or his/her nominee.
5. You will be eligible for leave in accordance with the rules of the Company.
6. You will be required to sign a service agreement prior to starting employment with the Company.

7. All Company confidential information such as trade know-how, proprietary knowledge to the Company, trade secrets, methods and plans, drawings, designs etc., including Confidential information of Company's customers shall remain a secret and should be safe guarded by you at all times and you shall not under any circumstances, disclose such information to any unauthorized person(s).
8. While in employment of the Company,
- You shall inform the Company of any changes in your personal data within 3 days' time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.
  - You shall not take technical documents or information or copies hereof belonging to the Company outside the office unless specifically entrusted to you in writing.
  - If you conceive of / invent / discover / improve on any new or advanced or current methods of improving processes / formulae / systems in relation to the operation of the Company or its affiliates or customers, such developments, discoveries, or inventions should be fully communicated to the Company and will be and remain the sole right/property of the Company.
  - Your position is whole time employment with the Company, and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the Company.
  - You shall not engage in any sexual harassment activities and you should refrain from any form of sexual harassment.
  - You shall behave in an ethical manner and not engage in any sort of theft, fraud, misrepresentation or any other illegal and unlawful acts.
  - If you are provided with any company assets, you shall maintain the same in good working condition and you shall return the items to the Company prior to your ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
  - You shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules, and regulations, as it deems fit, without notice which shall be binding on you.
9. Non-Competition
- During the employment period and for a period of two (2) years after the employment period, you shall not, without the Company's prior consent, which consent shall not be unreasonably withheld either directly or indirectly,
- Hire any employee of the Company or recruit, solicit, or induce, or attempt to induce, any employee or employees of the Company to terminate their employment with, or otherwise cease their relationship with the Company.
  - Solicit, divert, or take away, or attempt to divert or take away, the business of patronage of any clients, customers or accounts or prospective clients, customers, or accounts of the Company and that of Dhyan Networks and Technologies Inc., Fremont, CA, USA which were contacted or served by you while in employment with the Company.
10. You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of the Company.
11. Please note that your compensation structure is personal to you, and you are requested not to share details of the same with others. All terms, conditions and payments are subject to tax laws in India and the amount of

# Dhyan

taxes will be recoverable from the payments payable. The perquisites and benefits shall cease on termination or separation. In addition, if any of the conditions of your employment or post-employment with Dhyan Networks and Technologies Private Limited are violated the Company or its representatives will take suitable actions against you as per the Indian law for damages.

- 12. During the period of your service with the Company, you will be required to give three months' notice or salary thereof in case you decide to leave the services, subject to the Company's discretion. In the event if you have any incomplete assignment, the Company will have the discretion to relieve you only at the end of three-month notice period. Similarly, the Company can terminate your services by giving you three months' notice or salary thereof.
- 13. Breach of any of the above conditions will render you liable to termination of your employment without notice or compensation.
- 14. You are required to submit to us at the time of your joining.
  - Photocopies of your educational qualifications
  - 4 passport size photographs & 2 stamp size photographs
  - Photocopy of your Passport, Pan card and Aadhar Card
- 15. Kindly indicate your acceptance by returning a signed copy of this letter so that it reaches us by **September 05, 2022**. If your offer acceptance letter is not received by us by the above-mentioned date, then the offer is automatically withdrawn.

We take great pleasure in welcoming you to our organization and are looking forward to a mutually rewarding relationship!



**Mahendran Kulandasamy**  
Authorized Signatory

### ACCEPTANCE

I have carefully and consciously gone through the entire covenants, terms and conditions of employment and have fully read and understood the above terms and conditions of employment and am accepting the same with full satisfaction without any coercion, or compulsion or duress or any misrepresentation. I will be reporting for employment on \_\_\_\_\_

Address:

Signature and Date

Name:

### Dhyan Networks and Technologies Private Limited

33B, 3<sup>rd</sup> Floor, Olympia Platina, South Phase, Thiru Vi Ka Industrial Estate, Guindy, Chennai - 600 032.  
Phone: +91 446 633 2000 Fax: +91 446 633 2002

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

07/02/2024

## Annexure

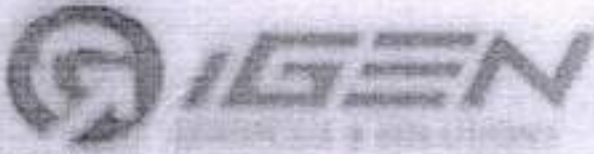
Name: Nithish Kumar M  
Designation: Software Engineer Trainee

| Salary Breakup                     |               |
|------------------------------------|---------------|
| Description                        | Amount (INR.) |
| Basic                              | 9,500         |
| HRA                                | 4,750         |
| Flexi Expense Allowance            | 14,300        |
| Conveyance Allowance               | 1,600         |
| Medical Reimbursement              | 1,250         |
| Monthly Gross                      | 31,400        |
| Annual Gross                       | 3,76,800      |
| PF (Company contribution - Yearly) | 13,680        |
| Insurance                          | 4,500         |
| Gratuity                           | 5,483         |
| Annual Salary Compensation (ATC)   | 4,00,463      |

\* Any deduction shall be applicable as per the Government Laws.

\*\* Income tax deductions, if applicable, will be as per the Income Tax Act.

Note: This Statement is only for the purpose of information and is illustrative in nature.



PRAGATHESHWARAN R

B+

6384103023

07/02/2024



Date: 25-October-2023

Dear Prasad P,

**Offer of Employment.**

It gives immense pleasure in inviting you to join ITSS Global – Bangalore (TSOLITSS India Private Ltd) as one of its valuable members. We believe that organizations grow and flourish by the enthusiasm and energy of people, who are willing to invest into the future. We are sure that with your joining, we will be adding to our organization's strengths of competence, commitment, and customer orientation.

1. Position: Trainee
2. Gross Salary: Rs. 23855/-
3. Date of Joining: 01-November-2023
4. Probationary Period: 1 year
5. Notice Period: 3 months

The terms and conditions of your employment is given on Annexure I.

The remuneration is given on Annexure II

Please send us the acceptance of this Offer of Employment by digital signing the document.

We hope to have a long-term and mutually beneficial relationship. Wishing you a successful career at TSOLITSS India Private Limited.

Yours truly,  
For TSOLITSS India Private Limited

Divya Puri  
Sr. Manager Human Resources

I agree to accept the employment on the above-mentioned terms and conditions.

Date:

Employee Signature

07/02/2024

Annexure I**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant information. You would also let us know the name and address of your legal heir/nominee.

**2. Working Hours:**

The regular working hours of the company are from 9:30AM to 6:30PM and lunch break for 60 minutes. You will be required to work extra hours as and when required and informed by your Line Managers / Management.

**3. Late to office:**

You are requested to be punctual. However, if you know in advance that you will be arriving late to office, you must inform your immediate manager within one hour before the start of the work hours. This could be a maximum of three times in a month and the delay should be not more than a couple of hours in attending office. Late marks will be accorded to you for every three late entry with one day marked as absent.

**4. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note in the event of refusal to participate in a training program without acceptable reason the company reserves the right to terminate your employment contract with immediate effect.

**5. Probation Period:**

You will be on probation for a minimum period of One Year from the date of commencement of your employment with the company. During the probation period you must complete the certification assigned to you, performance will be monitored closely and the same will be reviewed at frequent intervals.

If the performance is found satisfactory your employment shall be confirmed by the company at the end of Probation however if the performance is unsatisfactory, your employment with the company may be terminated forthwith or the probation period will be extended for another 6 months with the rider on weak performance area and if found unsatisfactory performance during the extension period your employment shall be terminated.

**6. Performance Reviews/Appraisal:**

The company follows a policy of annual performance reviews, which are linked to performance incentives every year, based on your performance during the previous year.

The company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy solely based on the performance rating achieved during the previous one year.

**7. Intellectual Property Rights:**

You acknowledge that the copyright and other intellectual property rights in all materials whether in tangible or fungible form, and whether or not stored or compiled physically, electronically, graphically, photographically or in writing, produced/developed/conceived by you whether singly or jointly with others during, or in connection with your employment(whether or not produced/developed/conceived during normal working hours), including, within limitation, computer software, and all other documents and materials whether capable of Intellectual Property protection or not shall belong to and solely vest in the Company. You acknowledge that the company shall be entitled to file statutory applications and obtain in its name any copyright, trademark, patents subsisting in all materials developed/conceived by you and you hereby appoint the Company as your irrevocable attorney to do all acts deeds and things necessary for the Company to obtain the Intellectual Property rights in its name.

**8. PROTECTING COMPANY ASSETS:****Company Confidential Information**

For the Company, its confidential information is a valuable asset and every director, employee and agent of the company must protect it. Confidential information includes all non-public information (regardless of its source) that might be of use to the Company's competitors or harmful to the company if disclosed. We must take care that all confidential information is used for Company business purposes only.

Upon joining TSOLITSS, all employees sign a Confidentiality and Nondisclosure Agreement which details confidentiality obligations to the Company. As employees, we have access to significant amounts of company information that may not be available to the public, and we should preserve the confidentiality of information obtained in the Company's service. Information of a confidential, private and sensitive nature must be used responsibly, controlled and protected to prevent its prohibited, arbitrary or careless disclosure.

Unless the Company has provided its specific consent, which should preferably be in writing, or there is a legal or professional right or duty to disclose, we are prohibited from disclosing confidential Company information. Confidential or proprietary information about clients, our organization, or other parties, which has been gained through employment or affiliation with TSOLITSS, may not be used for personal advantage or for the benefit of third parties.

We are also responsible for properly labelling all documentation in accordance with the Information Labelling and Classification policy. This responsibility includes the safeguarding, securing and proper disposal of confidential information and extends to confidential information of third parties, which is explained elsewhere in this Code.

**Improper Opportunities**

When we receive information as part of our job, we should not trade with it for our personal benefit. Neither should we pass on the information to our friends and family members or indirectly compete with the Company. Information obtained as part of our job should not be taken advantage of even after we leave the organization.

**Company Intellectual Property**

The intellectual property (IP) of the Company must be protected as a vital business asset. Our IP portfolio includes copyrights, patents, trademarks, service marks, trade secrets, design rights, logos, brands and know how. We must use our IP focusing on protecting these assets. It is important to ensure that to the extent permitted by law, the rights to all IP created using the Company's time and expense that which are within the scope of our duties are assigned to and are the property of the Company. We should promptly disclose any works, inventions or developments we create to obtain legal protection over them.

**9. Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

**10. Termination of Service:**

You hereby undertake to remain in the employment of this company for a minimum period of Three years from the date of this Agreement. Any further extension of probationary / Training period on case-to-case basis may be inducted based on performance. If you terminate the employment within the THREE years from date of commencement inferred from in para 1 above of clause 10, the company shall be at its own discretion to claim damages / expenses not exceeding Rs.2,00,000/- (Rupees Two Lakhs) or which may be enhanced based on the expenses incurred and the loss suffered.



The company may incur due to premature termination of employment, the said damages shall be cleared by you before the final settlement of the dues from the Company. The company is at liberty to initiate legal proceedings to claim the damages, expenses, and cost of training.

The company may terminate the working relations with you during the period of probation by giving prior notice of one month.

#### Termination – Against Offer Travel

- TSOLITSS is more into on site consulting where every employee must Travel anytime in any situation as agreed before accepting the offer letter.
- If there is failure to Travel, the company reserves the right to terminate the services of employee with immediate effect without any Compensation.
- Exception of Not travelling will be considered only if the employee has a valid personal reason (Sick, demise, others with evidential proof which is mutually agreed by the Management and your Line Manager)

#### Termination – Another Clause

You will be liable for termination from service by the Company without notice if:

- Any declaration given by you, or testimonials furnished by you to the Company proves to be false.
- You are found to have willfully suppressed any material information.
- You are found to have been convicted for or indulged in criminal, subversive, or immoral activities.
- You are found to have indulged in financial irregularities.
- You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the Company.
- You fail to abide to instructions from your Line Managers / Management, unauthorized absence, disloyalty, misconduct, and non-performance necessary disciplinary action will be taken against you.
- On communication of the termination/resignation of your employment with the Company, you will immediately give up all documents of the Company including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.
- You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

#### 11. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or applicable to the organization or are framed from time to time by the company.

#### 12. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case later any of your statement / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above said terms and conditions are based on the company's policy, procedures, and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please sign and return the attached acknowledgement copy of this letter to indicate your agreement to these terms and consideration of employment.

Annexure II

Name: Prasad P  
Position: Trainee

Please find below CTC structure with breakup:

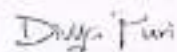
| Components                        | Monthly           | Annually      |
|-----------------------------------|-------------------|---------------|
| <u>Fixed Compensation</u>         | 23855             | 286260        |
| Basic                             | 9542              | 114504        |
| House Rent Allowance              | 3817              | 45804         |
| Allowance*                        | 10496             | 125952        |
| Employer Provident Fund           | 1145              | 13740         |
| <u>Annual Components/Retirals</u> |                   |               |
| Health Insurance                  |                   | 0             |
| Gratuity                          |                   | 0             |
| Variable Component**              |                   | 0             |
|                                   | <b>Annual CTC</b> | <b>300000</b> |

\*-Conveyance, Attire, Medical, Telephone and Special Allowance.

Note:

- Any tax arising out of the remuneration will be deducted as per the income tax rules and regulations.

Yours truly,  
For TSOLITSS India Private Limited



Divya Puri  
Sr. Manager Human Resources

\*\*Compensation is confidential between you and the company, and you are urged to maintain confidentiality\*\*



## DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: Priyankabalan0502@gmail.com <priyankabalan0502@gmail.com>

Thu, 13 Oct 2022 at 1:33 pm



RE: Campus Recruitment - Letter of Intent (LOI)

Dear PRIYANKA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

07/02/2024



RAGUL.M

AB+

9791452400

07/02/2024

Date: 25-October-2023

Dear Raguram G,

Offer of Employment.

It gives immense pleasure in inviting you to join ITSS Global – Bangalore (TSOLITSS India Private Ltd) as one of its valuable members. We believe that organizations grow and flourish by the enthusiasm and energy of people, who are willing to invest into the future. We are sure that with your joining, we will be adding to our organization's strengths of competence, commitment, and customer orientation.

1. Position: Trainee
2. Gross Salary: Rs. 23855/-
3. Date of Joining: 01-November-2023
4. Probationary Period: 1 year
5. Notice Period: 3 months

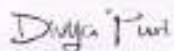
The terms and conditions of your employment is given on Annexure I.

The remuneration is given on Annexure II

Please send us the acceptance of this Offer of Employment by digital signing the document.

We hope to have a long-term and mutually beneficial relationship. Wishing you a successful career at TSOLITSS India Private Limited.

Yours truly,  
For TSOLITSS India Private Limited



Divya Puri  
Sr. Manager Human Resources

I agree to accept the employment on the above-mentioned terms and conditions.

Date:

Employee Signature

07/02/2024

Annexure I**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant information. You would also let us know the name and address of your legal heir/nominee.

**2. Working Hours:**

The regular working hours of the company are from 9:30AM to 6:30PM and lunch break for 60 minutes. You will be required to work extra hours as and when required and informed by your Line Managers / Management.

**3. Late to office:**

You are requested to be punctual. However, if you know in advance that you will be arriving late to office, you must inform your immediate manager within one hour before the start of the work hours. This could be a maximum of three times in a month and the delay should be not more than a couple of hours in attending office. Late marks will be accorded to you for every three late entry with one day marked as absent.

**4. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note in the event of refusal to participate in a training program without acceptable reason the company reserves the right to terminate your employment contract with immediate effect.

**5. Probation Period:**

You will be on probation for a minimum period of One Year from the date of commencement of your employment with the company. During the probation period you must complete the certification assigned to you, performance will be monitored closely and the same will be reviewed at frequent intervals.

If the performance is found satisfactory your employment shall be confirmed by the company at the end of Probation however if the performance is unsatisfactory, your employment with the company may be terminated forthwith or the probation period will be extended for another 6 months with the rider on weak performance area and if found unsatisfactory performance during the extension period your employment shall be terminated.

**6. Performance Reviews/Appraisal:**

The company follows a policy of annual performance reviews, which are linked to performance incentives every year, based on your performance during the previous year.

The company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy solely based on the performance rating achieved during the previous one year.

**7. Intellectual Property Rights:**

You acknowledge that the copyright and other intellectual property rights in all materials whether in tangible or fungible form, and whether or not stored or compiled physically, electronically, graphically, photographically or in writing, produced/developed/conceived by you whether singly or jointly with others during, or in connection with your employment (whether or not produced/developed/conceived during normal working hours), including, within limitation, computer software, and all other documents and materials whether capable of Intellectual Property protection or not shall belong to and solely vest in the Company. You acknowledge that the company shall be entitled to file statutory applications and obtain in its name any copyright, trademark, patents subsisting in all materials developed/conceived by you and you hereby appoint the Company as your irrevocable attorney to do all acts deeds and things necessary for the Company to obtain the Intellectual Property rights in its name.

## 8. PROTECTING COMPANY ASSETS:

### Company Confidential Information

For the Company, its confidential information is a valuable asset and every director, employee and agent of the company must protect it. Confidential information includes all non-public information (regardless of its source) that might be of use to the Company's competitors or harmful to the company if disclosed. We must take care that all confidential information is used for Company business purposes only.

Upon joining TSOLITSS, all employees sign a Confidentiality and Nondisclosure Agreement which details confidentiality obligations to the Company. As employees, we have access to significant amounts of company information that may not be available to the public, and we should preserve the confidentiality of information obtained in the Company's service. Information of a confidential, private and sensitive nature must be used responsibly, controlled and protected to prevent its prohibited, arbitrary or careless disclosure.

Unless the Company has provided its specific consent, which should preferably be in writing, or there is a legal or professional right or duty to disclose, we are prohibited from disclosing confidential Company information. Confidential or proprietary information about clients, our organization, or other parties, which has been gained through employment or affiliation with TSOLITSS, may not be used for personal advantage or for the benefit of third parties.

We are also responsible for properly labelling all documentation in accordance with the Information Labelling and Classification policy. This responsibility includes the safeguarding, securing and proper disposal of confidential information and extends to confidential information of third parties, which is explained elsewhere in this Code.

### Improper Opportunities

When we receive information as part of our job, we should not trade with it for our personal benefit. Neither should we pass on the information to our friends and family members or indirectly compete with the Company. Information obtained as part of our job should not be taken advantage of even after we leave the organization.

### Company Intellectual Property

The intellectual property (IP) of the Company must be protected as a vital business asset. Our IP portfolio includes copyrights, patents, trademarks, service marks, trade secrets, design rights, logos, brands and know how. We must use our IP focusing on protecting these assets. It is important to ensure that to the extent permitted by law, the rights to all IP created using the Company's time and expense that which are within the scope of our duties are assigned to and are the property of the Company. We should promptly disclose any works, inventions or developments we create to obtain legal protection over them.

## 9. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 10. Termination of Service:

You hereby undertake to remain in the employment of this company for a minimum period of Three years from the date of this Agreement. Any further extension of probationary / Training period on case-to-case basis may be inducted based on performance. If you terminate the employment within the THREE years from date of commencement inferred from in para 1 above of clause 10, the company shall be at its own discretion to claim damages / expenses not exceeding Rs.2,00,000/- (Rupees Two Lakhs) or which may be enhanced based on the expenses incurred and the loss suffered.

The company may incur due to premature termination of employment, the said damages shall be cleared by you before the final settlement of the dues from the Company. The company is at liberty to initiate legal proceedings to claim the damages, expenses, and cost of training.

The company may terminate the working relations with you during the period of probation by giving prior notice of one month.

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- TSOLITSS is more into on site consulting where every employee must Travel anytime in any situation as agreed before accepting the offer letter.
- If there is failure to Travel, the company reserves the right to terminate the services of employee with immediate effect without any Compensation.
- Exception of Not travelling will be considered only if the employee has a valid personal reason (Sick, demise, others with evidential proof which is mutually agreed by the Management and your Line Manager)

#### Termination – Another Clause

You will be liable for termination from service by the Company without notice if:

- Any declaration given by you, or testimonials furnished by you to the Company proves to be false.
- You are found to have willfully suppressed any material information.
- You are found to have been convicted for or indulged in criminal, subversive, or immoral activities.
- You are found to have indulged in financial irregularities.
- You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the Company.
- You fail to abide to instructions from your Line Managers / Management, unauthorized absence, disloyalty, misconduct, and non-performance necessary disciplinary action will be taken against you.
- On communication of the termination/resignation of your employment with the Company, you will immediately give up all documents of the Company including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.
- You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

#### 11. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or applicable to the organization or are framed from time to time by the company.

#### 12. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case later any of your statement / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above said terms and conditions are based on the company's policy, procedures, and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please sign and return the attached acknowledgement copy of this letter to indicate your agreement to these terms and consideration of employment.



Annexure II

Name: Raguram G  
Position: Trainee

Please find below CTC structure with breakup:

| Components                        | Monthly           | Annually      |
|-----------------------------------|-------------------|---------------|
| <u>Fixed Compensation</u>         | <b>23855</b>      | 286260        |
| Basic                             | 9542              | 114504        |
| House Rent Allowance              | 3817              | 45804         |
| Allowance*                        | 10496             | 125952        |
| Employer Provident Fund           | 1145              | 13740         |
| <u>Annual Components/Retirals</u> |                   |               |
| Health Insurance                  |                   | 0             |
| Gratuity                          |                   | 0             |
| Variable Component**              |                   | 0             |
|                                   | <b>Annual CTC</b> | <b>300000</b> |

\*-Conveyance, Attire, Medical, Telephone and Special Allowance.

## Note:

- Any tax arising out of the remuneration will be deducted as per the income tax rules and regulations.

Yours truly,  
For TSOLITSS India Private Limited

*Divya Puri*

Divya Puri  
Sr. Manager Human Resources

\*\*Compensation is confidential between you and the company, and you are urged to maintain confidentiality\*\*

Date: 25-October-2023

Dear Saran P,

**Offer of Employment.**

It gives immense pleasure in inviting you to join ITSS Global – Bangalore (**TSOLITSS India Private Ltd**) as one of its valuable members. We believe that organizations grow and flourish by the enthusiasm and energy of people, who are willing to invest into the future. We are sure that with your joining, we will be adding to our organization's strengths of competence, commitment, and customer orientation.

1. Position: Trainee
2. Gross Salary: Rs. 23855/-
3. Date of Joining: 01-November-2023
4. Probationary Period: 1 year
5. Notice Period: 3 months

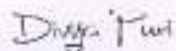
The terms and conditions of your employment is given on Annexure I.

The remuneration is given on Annexure II

Please send us the acceptance of this Offer of Employment by digital signing the document.

We hope to have a long-term and mutually beneficial relationship. Wishing you a successful career at TSOLITSS India Private Limited.

Yours truly,  
For TSOLITSS India Private Limited



Divya Puri  
Sr. Manager Human Resources

I agree to accept the employment on the above-mentioned terms and conditions.

Date:

Employee Signature

Annexure I**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant information. You would also let us know the name and address of your legal heir/nominee.

**2. Working Hours:**

The regular working hours of the company are from 9:30AM to 6:30PM and lunch break for 60 minutes. You will be required to work extra hours as and when required and informed by your Line Managers / Management.

**3. Late to office:**

You are requested to be punctual. However, if you know in advance that you will be arriving late to office, you must inform your immediate manager within one hour before the start of the work hours. This could be a maximum of three times in a month and the delay should be not more than a couple of hours in attending office. Late marks will be accorded to you for every three late entry with one day marked as absent.

**4. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note in the event of refusal to participate in a training program without acceptable reason the company reserves the right to terminate your employment contract with immediate effect.

**5. Probation Period:**

You will be on probation for a minimum period of One Year from the date of commencement of your employment with the company. During the probation period you must complete the certification assigned to you, performance will be monitored closely and the same will be reviewed at frequent intervals.

If the performance is found satisfactory your employment shall be confirmed by the company at the end of Probation however if the performance is unsatisfactory, your employment with the company may be terminated forthwith or the probation period will be extended for another 6 months with the rider on weak performance area and if found unsatisfactory performance during the extension period your employment shall be terminated.

**6. Performance Reviews/Appraisal:**

The company follows a policy of annual performance reviews, which are linked to performance incentives every year, based on your performance during the previous year.

The company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy solely based on the performance rating achieved during the previous one year.

**7. Intellectual Property Rights:**

You acknowledge that the copyright and other intellectual property rights in all materials whether in tangible or fungible form, and whether or not stored or compiled physically, electronically, graphically, photographically or in writing, produced/developed/conceived by you whether singly or jointly with others during, or in connection with your employment[whether or not produced/developed/conceived during normal working hours], including, within limitation, computer software, and all other documents and materials whether capable of Intellectual Property protection or not shall belong to and solely vest in the Company. You acknowledge that the company shall be entitled to file statutory applications and obtain in its name any copyright, trademark, patents subsisting in all materials developed/conceived by you and you hereby appoint the Company as your irrevocable attorney to do all acts deeds and things necessary for the Company to obtain the Intellectual Property rights in its name.

## 8. PROTECTING COMPANY ASSETS:

### Company Confidential Information

For the Company, its confidential information is a valuable asset and every director, employee and agent of the company must protect it. Confidential information includes all non-public information (regardless of its source) that might be of use to the Company's competitors or harmful to the company if disclosed. We must take care that all confidential information is used for Company business purposes only.

Upon joining TSOLITSS, all employees sign a Confidentiality and Nondisclosure Agreement which details confidentiality obligations to the Company. As employees, we have access to significant amounts of company information that may not be available to the public, and we should preserve the confidentiality of information obtained in the Company's service. Information of a confidential, private and sensitive nature must be used responsibly, controlled and protected to prevent its prohibited, arbitrary or careless disclosure.

Unless the Company has provided its specific consent, which should preferably be in writing, or there is a legal or professional right or duty to disclose, we are prohibited from disclosing confidential Company information. Confidential or proprietary information about clients, our organization, or other parties, which has been gained through employment or affiliation with TSOLITSS, may not be used for personal advantage or for the benefit of third parties.

We are also responsible for properly labelling all documentation in accordance with the Information Labelling and Classification policy. This responsibility includes the safeguarding, securing and proper disposal of confidential information and extends to confidential information of third parties, which is explained elsewhere in this Code.

### Improper Opportunities

When we receive information as part of our job, we should not trade with it for our personal benefit. Neither should we pass on the information to our friends and family members or indirectly compete with the Company. Information obtained as part of our job should not be taken advantage of even after we leave the organization.

### Company Intellectual Property

The intellectual property (IP) of the Company must be protected as a vital business asset. Our IP portfolio includes copyrights, patents, trademarks, service marks, trade secrets, design rights, logos, brands and know how. We must use our IP focusing on protecting these assets. It is important to ensure that to the extent permitted by law, the rights to all IP created using the Company's time and expense that which are within the scope of our duties are assigned to and are the property of the Company. We should promptly disclose any works, inventions or developments we create to obtain legal protection over them.

## 9. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 10. Termination of Service:

You hereby undertake to remain in the employment of this company for a minimum period of Three years from the date of this Agreement. Any further extension of probationary / Training period on case-to-case basis may be inducted based on performance. If you terminate the employment within the THREE years from date of commencement inferred from in para 1 above of clause 10, the company shall be at its own discretion to claim damages / expenses not exceeding Rs.2,00,000/- (Rupees Two Lakhs) or which may be enhanced based on the expenses incurred and the loss suffered.

The company may incur due to premature termination of employment, the said damages shall be cleared by you before the final settlement of the dues from the Company. The company is at liberty to initiate legal proceedings to claim the damages, expenses, and cost of training.

The company may terminate the working relations with you during the period of probation by giving prior notice of one month.

#### Termination – Against Offer Travel

- TSOLITSS is more into on site consulting where every employee must Travel anytime in any situation as agreed before accepting the offer letter.
- If there is failure to Travel, the company reserves the right to terminate the services of employee with immediate affect without any Compensation.
- Exception of Not travelling will be considered only if the employee has a valid personal reason (Sick, demise, others with evidential proof which is mutually agreed by the Management and your Line Manager)

#### Termination – Another Clause

You will be liable for termination from service by the Company without notice if:

- Any declaration given by you, or testimonials furnished by you to the Company proves to be false.
- You are found to have willfully suppressed any material information.
- You are found to have been convicted for or indulged in criminal, subversive, or immoral activities.
- You are found to have indulged in financial irregularities.
- You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the Company.
- You fail to abide to instructions from your Line Managers / Management, unauthorized absence, disloyalty, misconduct, and non-performance necessary disciplinary action will be taken against you.
- On communication of the termination/resignation of your employment with the Company, you will immediately give up all documents of the Company including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.
- You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

#### 11. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or applicable to the organization or are framed from time to time by the company.

#### 12. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case later any of your statement / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above said terms and conditions are based on the company's policy, procedures, and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please sign and return the attached acknowledgement copy of this letter to indicate your agreement to these terms and consideration of employment.

Annexure II

Name: Saran P  
Position: Trainee

Please find below CTC structure with breakup:

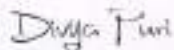
| Components                        | Monthly           | Annually      |
|-----------------------------------|-------------------|---------------|
| Fixed Compensation                | 23855             | 286260        |
| Basic                             | 9542              | 114504        |
| House Rent Allowance              | 3817              | 45804         |
| Allowance*                        | 10496             | 125952        |
| Employer Provident Fund           | 1145              | 13740         |
| <u>Annual Components/Retirals</u> |                   |               |
| Health Insurance                  |                   | 0             |
| Gratuity                          |                   | 0             |
| Variable Component**              |                   | 0             |
|                                   | <b>Annual CTC</b> | <b>300000</b> |

\*-Conveyance, Attire, Medical, Telephone and Special Allowance.

**Note:**

- Any tax arising out of the remuneration will be deducted as per the income tax rules and regulations.

Yours truly,  
For TSOLITSS India Private Limited



Divya Puri  
Sr. Manager Human Resources

\*\*Compensation is confidential between you and the company, and you are urged to maintain confidentiality\*\*

BE YOURSELF,  
MAKE A DIFFERENCE.

92  
accenture

Strictly Private and Confidential

Date: 04/14/2023

Sathya Ponnusamy

C 11897483

1244, Karikalan street, Ashokapuram, Veerapanchatram, Erode, TamilNadu-638004.

9345054341

Dear Sathya Ponnusamy,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Apr-2023

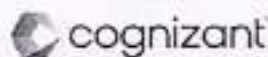
1

Candidate's Signature

Sathya Ponnusamy

Reference Id: 7e6b3569-9d0b-4dd7-852c-02cb60f2e755\_1  
Signed By: MAHESH VASUDEO ZURALE

07/02/2024



## Letter of Intent (LOI)

Superset ID: 2839449

Date: November 25, 2022

Dear Sivaneshwaran,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference, <https://www.cognizant.com/na/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

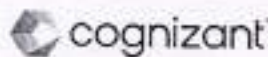
For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



07/02/2024





## Letter of Intent (LOI)

Superset ID: 2838318

Date: November 25, 2022

Dear SRINITHI Srinithi,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/na/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/na/en/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



07/02/2024



## Kaar Technologies

Level 8, Sriyamala Towers,  
No 136, Arcot Road,  
Chennai - 600 083, TN, INDIA  
CIN: U72200TN2005PTC067064  
T : +91 (44) 4001 3500  
F : +91 (44) 4001 1512  
E : info@kaaritech.com  
W : www.kaaritech.com

Date: September 22, 2022

Name of the Student: Sriranjani Badrinath

Name of the College: Nandha Engineering College

### Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "Trainee - SAP Sergeant" role.

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an Intent to hire letter.

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of 80% in 10<sup>th</sup> Std, 80% in 12<sup>th</sup> Std and 75% in UG / PG score without history or standing arrears. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management training. During this phase they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of Rs 5000/-.

On successful completion of project review and assessments, interns will be eligible to enter second 6 months, and they will undergo project related training and participate in live projects along with the learning stipend of Rs.10000 (Rupees Ten Thousand Only) The above-mentioned stipend is inclusive of Provident Fund as per the statutory act, and Interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary. Your salary from 1<sup>st</sup> month of probation will fall under Rs. 650000 (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of joining.

The DOJ is subject to business requirement and market conditions. Your joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,  
For Kaar Technologies India Pvt Ltd.,

I accept the above terms and conditions.

Authorized Signatory.

Candidate Signature  
Date  
Date of Joining

07/02/2024

### Compensation Structure Details:

The details of your Compensation Structure are given below:

**Basic-** Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

**HRA-** 50% of basic would be paid to employee toward HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

**Flexi Benefit Allowance (FBA)-** The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

**Performance Variable Pay –** Payable based on the prevailing Variable Pay Policy in the Organisation. (Subject to Change).

**Provident Fund –** Provident fund will be governed as per the statutory act.

**Gratuity –** Gratuity amount shown in the annexure in approximation of your eligibility and final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company Policy.

**Insurance:** – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to Rs. 300000/- per annum. Premium for this is included in CTC.
  - a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate insurance plan up to Rs. 400000/- per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
    - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of Rs. 3000000/-

16-Mar-2023

Mr. Subash T  
Nandha Engineering College

Dear Subash,

**SUB: Our offer for the position of Trainee**

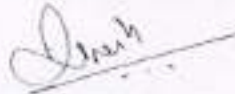
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

**For Aspire Systems (India) Private Limited**



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspresys.com](mailto:dinesh.kumaran@aspresys.com)

I hereby accept the offer.

Signature :  
Name : Subash T  
Date :

**Annexure 1: Terms and Conditions of Employment**

1. Aspire Systems is an equal opportunity employer. We demonstrate respect and provide equal employment opportunities for all employees and applicants for positions regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) record of offense. All our decisions will be based on job performance, merit, experience, and qualifications.
2. Any information provided by you prior to your employment with us will be subject to background verification. This employment is contingent upon your submission of the consolidated marksheet and on successful completion of your course. This offer shall stand void and revoked if you fail to submit the copy of your consolidated mark sheet on or before completion of your training period. At any point of time, during your services at Aspire, should we find any other information provided by you as inconsistent, your employment with us will be revoked immediately and without any prior notice and we will not consider you for any subsequent opportunities at Aspire.
3. During your employment, you may become aware of information relating to the business of the Company, trade secrets, client names/details and pricing structures. Confidential information remains the sole property of Aspire Systems. You shall not, either during or after your employment, without the prior consent of Aspire Systems, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not under any circumstance try to start or help any other person start the activities carried on by this company.
4. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products, systems developed by you during your period of service with the company will be the sole property of the company.
5. Aspire will expend substantial time, effort and cost to recruit and train you. Any sudden departure by you definitely has an impact by causing damage and expense to Aspire. Hence, you agree that you have the full intention to serve as an Employee of Aspire for at least THREE years without causing disruption to the services of the company. In case you decide to leave Aspire within the first three years, you will have to pay an amount as outlined in your Employment Agreement and serve appropriate notice period as defined by the company.
6. You may from time to time be deputed to work at any of our offices globally or at our client's location within India or abroad. During the deputation, you will also be required to comply with the local laws, ordinances, regulations and codes that govern such countries. In case of failure to do so, you will indemnify the company against any loss or damage that may be sustained due to such failure on your part.
7. During the probation and training period, if your performance or conduct is not satisfactory, the company has the right to terminate your services without notice. If you take additional time to complete your training, then there will be no salary paid to you during the additional period.
8. Upon confirmation of your employment, the employment contract may be terminated by giving appropriate notice. You are required to continue your services until the end of the notice period. Further, any salaries or any other remuneration due to you will be forfeited should you fail to serve the appropriate notice periods as mentioned above.

9. At Aspire we provide you with wide opportunities to enhance the gamut of your work area and we may in accordance with the same be transferring your services to other departments and you may be assigned any work to test your aptitude during the course of your services.

10. **Salary and Designation Changes:** Your probation is for a period of six months and on successful completion of your probation, you will be confirmed and promoted to "Engineer", and you can refer to the below mentioned table for the salary changes. These salary changes are subject to your satisfactory performance during the review period. The first salary change post training period will be based on your date of joining.

- If your date of joining is between 1<sup>st</sup> to 15<sup>th</sup> of the month, then your first salary change effective date will be 1<sup>st</sup> to end of the month
- If your date of joining is between 16<sup>th</sup> to end of the month, then your first salary change effective date will be from 16<sup>th</sup> to 15<sup>th</sup> of the next month
- Please refer to the sample table below and the first salary change date post training will depend on your day of joining

| Duration                  | Monthly CTC              | Comments                            |
|---------------------------|--------------------------|-------------------------------------|
| Training                  | 15,000                   | Training period (3 Months Max)      |
| Post Training             | 30,000                   | Salary gets revised to 30,000       |
| Post Probation            | -                        | Confirmation, Promotion to Engineer |
| Post Training + 12 Months | 35,000                   | Salary gets revised to 35,000       |
| Post Training + 18 Months | 40,000                   | Salary gets revised to 40,000       |
| Post Training + 24 Months | 45,000                   | Salary gets revised to 45,000       |
| Post Training + 30 Months | Road Map Salary Revision | Alignment with Org Cycle            |

11. The CTC is inclusive of the following components: Basic, FBP components you have opted, Statutory components: PF, ESI, Gratuity, Statutory bonus, what is applicable, Special allowance excluding the above, deductions like Medclaim, TDS, Lunch, transport and professional tax, whatever is applicable. The break-up of components will be available in the monthly pay slip and reimbursement slips that will be sent to you

12. Performance Appraisals are a part of the work policies at Aspire and your performance will solely spell out any revision in your compensation package. Apart from the above pre-fixed salary changes during the initial three-year period, if you are rated as an Excellent or an Exceptional performer during the annual review cycle, you will be eligible for a one-time performance-based payout. This is only applicable for the first three years from the date of joining.

13. You are governed by the company's policies in vogue from time to time. Your work timings may also be changed depending on the organizational need and your responsibilities.

14. The rules and regulations of service of the company that are in force may be framed, amended, altered or extended from time to time. They will govern you in the same form as and when altered or amended.

I hereby accept the offer terms and conditions.

Signature :  
Name : Subash T

Date:

01 Jun, 2023

**Offer Letter****Dear Mr. Suresh kumar ,**

We are pleased to offer you the position of " **Software Engineer Trainee** " in our company, Kasadara Technology Solutions Private Limited subject to terms and conditions of employment as set forth in the OFFER of EMPLOYMENT. Based on the careful evaluation we have done, we are confident that you will contribute well to the development of our company and have a very fulfilling career in Kasadara.

Please find below the terms of our offer listed below and if you find them acceptable, please sign and send the 'Offer Acceptance Letter' included with this offer no later than your joining date - 05 Jun, 2023 .

**1. INTERNSHIP, TRAINING, AND PROBATION:**

- By accepting this offer, you are agreeing to participate in the Kasadara Internship Program. The program includes workshops, self-paced training, and projects that can range in duration from a few weeks to a few months.
- Upon satisfactory completion of our Internship Program, you will receive an appointment letter confirming your date of joining as a full-time employee of Kasadara.
- You will be in training during the first 6-9 months of your internship. After your training you will be assigned to a team with whom you will work and learn on the job. This training will be in Coimbatore and your subsequent posting will be in either Coimbatore or Bangalore based on our requirements.
- You will be on probation for a period of 6 months from the start of your full-time employment, during which time the company will evaluate your performance. If your performance is found satisfactory, the company will confirm your employment upon the completion of the probation period, and extend the benefits offered to confirmed employees. In rare cases, the company may find it necessary to extend the probation period to provide additional time for evaluation. If the performance is found not satisfactory, the company is at liberty to terminate your services giving 7 to 30 days' notice or payment in lieu of the minimum notice period

**2. AGREEMENT PERIOD:**

In consideration of the employment opportunity provided by the Kasadara Technologies Pvt Ltd, Employee, intending to be legally bound, agree to the following.

This agreement is effective from the date of joining and shall remain in effect throughout the term of employment with the Employer i.e., for a period of 3 years thereafter.  
Employer will be investing on Employee by providing extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Employee. Inconsideration of this, employee undertook to stay in employment of the Company for the above contract period.  
In case the employee, for any reason, resign from duties before the contractual period he/she may be entitled to reimburse the salary costs (including any other costs that may be incurred for training and development programs) on pro rata basis for the rest of the months of the contract period or the costs for one year whichever is higher.

**3. WORK TIMINGS:**

Kasadara Technology Solutions Private Limited  
2nd Floor, AGT Business Park, 25, Avinashi Rd, TNHB Colony, Indira Nagar, Civil Aerodrome Post  
Electronics Estate, Coimbatore, Tamil Nadu 641014

07/02/2024

- Each employee, based on their roles and responsibility, is entitled to flexible work timings with the following constraints.
- Usual work timing is between 9:30 AM and 6:30 PM from Monday to Friday, so that you are able to complete 40 hours of effective work per week plus 5 hours of weekly company activities including training.
- You have to ensure that you are available for all relevant customer meetings and team meetings and interactions.

#### **4. COMPENSATION & OTHER BENEFITS:**

- Your salary will be Rs. INR 1,44,000.00 ( One Lakh Forty Four Thousand INR ) per annum.
- Actual TDS towards your Income Tax is applicable. Further clarifications on the salary structure may be obtained in person from the HR department.
- You will be covered under the company group Mediclaim and the details can be obtained from the Finance team.
- Your salary will be reviewed annually as per our present policy. Changes in your salary are discretionary and are based on your performance during the period and other relevant criteria.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of our present assessment of your skills and experience. Accordingly, your salary and any changes made to it are strictly confidential and may not be discussed with any of your colleagues in the company except those who have been designated as having the authority to know your salary details.
- You will be eligible for holidays on Saturdays and Sundays and on all declared public holidays. In addition, you are eligible for 18 working days of paid leave per annum for a full time permanent employee.

#### **5. INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION:**

- You shall not use or disclose any technical confidential information of the company such as company proprietary information, technical data, trade secrets or know-how, research works, inventions, formulae, technology, design, drawing, engineering, hardware and software information, computer programming to any person, firm or corporation without a written consent from the management.
- You shall not use or disclose any business related confidential information of the company such as product plans, pricing details, products and services, customer list, source of supply, financial data, production plans or any other business related information to any person, firm or corporation without a written consent from the management.
- Any Intellectual Property or Patent worthy know-how developed by you during your period of internship or employment will be the property of Kasadara.
- You agree to sign a nondisclosure agreement to the effect that you will not disclose to any unauthorized person or party, any of the confidential material that you will have access to in your capacity as an employee of Kasadara.
- Access to Internet/E-Mail is only for official purpose during work hours. Personal use is allowed during non-working hours.

#### **6. TERMINATION:**

- At any time during the employment, if you decide to leave the company, you agree to give a 90-day written notice in order to enable the company to find and train a replacement for your position.
- If your performance drops below expectations and you are not able to show the necessary improvement under our performance improvement plan, or if any irreconcilable differences arise, the company will terminate your employment with a 30-day notice period. If the termination of employment is due to integrity issues, no notice period will be provided.
- In the event of termination of employment when you are committed to a project/customer, you shall be required to enable a smooth transition with the required transfer of knowledge to the person assuming your responsibilities.
- On communication of the termination/resignation of your employment with the company, you will return all the



confidential information and business related information in your possession to your Manager. You may retain only the information that is required for the work assigned by your Manager and return it before your departure. On communication of the termination/resignation of your employment with the company, you should ensure that all the memory devices, ID card and any other company property are returned to the HR Administration Department to get the 'No Dues Certificate'.

### 7. CONFLICT OF INTEREST:

- As a full-time employee of Kasadara, you are not entitled to take up any activity for remuneration (part-time or otherwise) as an officer / director / consultant / equivalent in any other organization without the knowledge and consent of the management.
- You cannot release any decision plan / competitive bids / any other relevant information about the company that prejudices the interest of the same.
- Employees of Kasadara cannot accept commission / share in profits / other payments / loans of any value or entertainment expenses / gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

### 8. GENERAL RESPONSIBILITIES:

- You may be required to undertake travel on company work for which you will be reimbursed as per the company policy.
- You shall maintain in your safe custody any physical and electronic documents and other company assets and return the same when the work for which these are required is completed.
- You shall inform the company of any changes in your personal data within 3 days of the occurrence of such change.
- At Kasadara, we are committed to ensuring Integrity and Excellence in all dealings with our customers, suppliers, business partners, and with each other. We require every employee of Kasadara to uphold these Core Values of our company.

### 9. CODE OF CONDUCT:

- Our dress code requires our employees to wear presentable outfits (formals or smart casuals). Fridays are casual dress days, but it still excludes what may be considered "extreme fashion" like torn jeans, etc.

Please note that the Rules and Regulations of the company will be modified / updated on a periodic basis in the HRMS tool with the intent to enhance the work culture of the company while improving the company's competitiveness in the market. We are looking forward to you joining our company and making significant contributions and having an extremely satisfying professional career with us.

Welcome to the Kasadara Team!

For Kasadara Technology Solutions Private Limited

Acceptance of Offer

  
SHENBA VIGNESH  
MANAGER - PEOPLE AND CULTURE

Shenba Vignesh  
Manager - People and Culture

(Signature of Prospect Joinee)

Kasadara Technology Solutions Private Limited  
2nd Floor, AGT Business Park, 25, Avinashi Rd, TNHB Colony, Indira Nagar, Civil Aerodrome Post  
Electronics Estate, Coimbatore, Tamil Nadu 641014

07/02/2024



Ref Code: ILM / CI / 2023-2024 / 785

**ILM'S Educate India Internship (IEII)**  
**OFFER LETTER**

To,  
Mr. Sutharsan K

Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

ILM/CI/EML/23-24/003/1.1

Page 1 of 6



**DXC Technology || DECP FY'23 Hiring || Letter of Intent**

1 message

DXC India CampusConnect <DXCIndiaCampusConnect@dxc.com>  
To: tamil14856@gmail.com <tamil14856@gmail.com>

Thu, Oct 13, 2022 at 1:34 PM



Re: Campus Recruitment - Letter of Intent (LOI)

Dear Tamilarasu,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

- 1. Your designation at the time of joining would be **Associate Professional**.
- 2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi



18  
Dec-2022

Mr. Vasanth K  
596, R.G.K Puthur,  
Anthiyur (TK)  
Erode-638501

Dear Vasanth,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

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AVA Software Pvt. Ltd.,  
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130  
Website: <http://www.avasoft.com>

07/02/2024



#### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

#### **Conflict of interest Guidelines.**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

#### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

#### **Working Hours**

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

#### Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

#### Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

#### Termination & Recovery

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.



- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

#### **Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

#### **Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

#### **Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.





**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 30th Dec 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Sankaran", is written over a horizontal line.

Jeyasree Sankaran  
Human Resources

| A – Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B – Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| LTA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C- Retirals</b>              |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,

*S. Jayashree*

Jeyasree Sankaran  
Human Resources

To AVA SOFTWARE Pvt. Ltd.,

*K. Vasanth K*

Vasanth K  
Trainee Engineer

**OFFER LETTER**

Dear Nandhaparameshwari J,

**Congratulations!**

You have been selected to join VINSINFO through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Developer** with a consolidated pay of Rs. 331884/- p.a. (Rupees Three lakhs thirty one thousand eight hundred and eighty four only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

**Probation**

You will be on probation for a period of 6 months from the date of joining. You would receive a Confirmation letter at the end of the probation period.

**Non-Disclosure Agreement and Service Agreement**

You would be required to sign a Non-Disclosure Agreement and Service Agreement (for a period of 30 months) at the time of joining.

**Leaves**

You will be entitled to 14 days of earned leave a year. You are expected to take prior permission of your manager for availing leave.

**Maternity and Paternity Policy**

At VINSINFO, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

**Working Hours**

The hours of work will commence at 9.30 a.m. and will continue till 6.30 p.m. every day. However, you may have to work in different time zone as required in the assigned project which will be communicated by your manager.

The office will be functioning 5 days a week beginning on Monday. Sunday will be weekly holiday. The office will be closed on first, second and fourth Saturdays of each month, 5 Government holidays in a year and 7 days will be on the option chosen at the beginning of the calendar year.

**Joining Date**

Your date of joining will be communicated separately.

We warmly welcome you to the VINS family!

Regards,



Authorised Signatory

01 Jun, 2023

**Offer Letter****Dear Mr. Prabhakaran,**

We are pleased to offer you the position of " **Software Engineer Trainee** " in our company, Kasadara Technology Solutions Private Limited subject to terms and conditions of employment as set forth in the OFFER of EMPLOYMENT. Based on the careful evaluation we have done, we are confident that you will contribute well to the development of our company and have a very fulfilling career in Kasadara.

Please find below the terms of our offer listed below and if you find them acceptable, please sign and send the 'Offer Acceptance Letter' included with this offer no later than your joining date - 05 Jun, 2023.

**1. INTERNSHIP, TRAINING, AND PROBATION:**

- By accepting this offer, you are agreeing to participate in the Kasadara Internship Program. The program includes workshops, self-paced training, and projects that can range in duration from a few weeks to a few months.
- Upon satisfactory completion of our Internship Program, you will receive an appointment letter confirming your date of joining as a full-time employee of Kasadara.
- You will be in training during the first 6-9 months of your internship. After your training you will be assigned to a team with whom you will work and learn on the job. This training will be in Coimbatore and your subsequent posting will be in either Coimbatore or Bangalore based on our requirements.
- You will be on probation for a period of 6 months from the start of your full-time employment, during which time the company will evaluate your performance. If your performance is found satisfactory, the company will confirm your employment upon the completion of the probation period, and extend the benefits offered to confirmed employees. In rare cases, the company may find it necessary to extend the probation period to provide additional time for evaluation. If the performance is found not satisfactory, the company is at liberty to terminate your services giving 7 to 30 days' notice or payment in lieu of the minimum notice period.

**2. AGREEMENT PERIOD:**

In consideration of the employment opportunity provided by the Kasadara Technologies Pvt Ltd, Employee, intending to be legally bound, agree to the following.

- This agreement is effective from the date of joining and shall remain in effect throughout the term of employment with the Employer i.e., for a period of 3 years thereafter.
- Employer will be investing on Employee by providing extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Employee. In consideration of this, employee undertook to stay in employment of the Company for the above contract period.
- In case the employee, for any reason, resign from duties before the contractual period he/she may be entitled to reimburse the salary costs (including any other costs that may be incurred for training and development programs) on pro rata basis for the rest of the months of the contract period or the costs for one year whichever is higher.

**3. WORK TIMINGS:**

Kasadara Technology Solutions Private Limited  
2nd Floor, AGT Business Park, 25, Avinashi Rd, TNHB Colony, Indra Nagar, Civil Aerodrome Post  
Electronics Estate, Coimbatore, Tamil Nadu 641014

07/02/2024

- Each employee, based on their roles and responsibility, is entitled to flexible work timings with the following constraints.
- Usual work timing is between 9:30 AM and 6:30 PM from Monday to Friday, so that you are able to complete 40 hours of effective work per week plus 5 hours of weekly company activities including training.
- You have to ensure that you are available for all relevant customer meetings and team meetings and interactions.

#### **4. COMPENSATION & OTHER BENEFITS:**

- Your salary will be Rs. INR 1,44,000.00 ( One Lakh Forty Four Thousand INR ) per annum.
- Actual TDS towards your Income Tax is applicable. Further clarifications on the salary structure may be obtained in person from the HR department.
- You will be covered under the company group Mediclaim and the details can be obtained from the Finance team.
- Your salary will be reviewed annually as per our present policy. Changes in your salary are discretionary and are based on your performance during the period and other relevant criteria.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of our present assessment of your skills and experience. Accordingly, your salary and any changes made to it are strictly confidential and may not be discussed with any of your colleagues in the company except those who have been designated as having the authority to know your salary details.
- You will be eligible for holidays on Saturdays and Sundays and on all declared public holidays. In addition, you are eligible for 18 working days of paid leave per annum for a full time permanent employee.

#### **5. INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION:**

- You shall not use or disclose any technical confidential information of the company such as company proprietary information, technical data, trade secrets or know-how, research works, inventions, formulae, technology, design, drawing, engineering, hardware and software information, computer programming to any person, firm or corporation without a written consent from the management.
- You shall not use or disclose any business related confidential information of the company such as product plans, pricing details, products and services, customer list, source of supply, financial data, production plans or any other business related information to any person, firm or corporation without a written consent from the management.
- Any Intellectual Property or Patent worthy know-how developed by you during your period of internship or employment will be the property of Kasadara.  
You agree to sign a nondisclosure agreement to the effect that you will not disclose to any unauthorized person or party, any of the confidential material that you will have access to in your capacity as an employee of Kasadara.
- Access to Internet/E-Mail is only for official purpose during work hours. Personal use is allowed during non-working hours.

#### **6. TERMINATION:**

- At any time during the employment, if you decide to leave the company, you agree to give a 90-day written notice in order to enable the company to find and train a replacement for your position.
- If your performance drops below expectations and you are not able to show the necessary improvement under our performance improvement plan, or if any irreconcilable differences arise, the company will terminate your employment with a 30-day notice period. If the termination of employment is due to integrity issues, no notice period will be provided.
- In the event of termination of employment when you are committed to a project/customer, you shall be required to enable a smooth transition with the required transfer of knowledge to the person assuming your responsibilities.
- On communication of the termination/resignation of your employment with the company, you will return all the

confidential information and business related information in your possession to your Manager. You may retain only the information that is required for the work assigned by your Manager and return it before your departure. On communication of the termination/resignation of your employment with the company, you should ensure that all the memory devices, ID card and any other company property are returned to the HR Administration Department to get the 'No Dues Certificate'.

### 7. CONFLICT OF INTEREST:

As a full-time employee of Kasadara, you are not entitled to take up any activity for remuneration (part-time or otherwise) as an officer / director / consultant / equivalent in any other organization without the knowledge and consent of the management.

You cannot release any decision plan / competitive bids / any other relevant information about the company that prejudices the interest of the same.

Employees of Kasadara cannot accept commission / share in profits / other payments / loans of any value or entertainment expenses / gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

### 8. GENERAL RESPONSIBILITIES:

- You may be required to undertake travel on company work for which you will be reimbursed as per the company policy.
- You shall maintain in your safe custody any physical and electronic documents and other company assets and return the same when the work for which these are required is completed.
- You shall inform the company of any changes in your personal data within 3 days of the occurrence of such change.
- At Kasadara, we are committed to ensuring Integrity and Excellence in all dealings with our customers, suppliers, business partners, and with each other. We require every employee of Kasadara to uphold these Core Values of our company.

### 9. CODE OF CONDUCT:

- Our dress code requires our employees to wear presentable outfits (formals or smart casuals). Fridays are casual dress days, but it still excludes what may be considered "extreme fashion" like torn jeans, etc.

Please note that the Rules and Regulations of the company will be modified / updated on a periodic basis in the HRMS tool with the intent to enhance the work culture of the company while improving the company's competitiveness in the market. We are looking forward to you joining our company and making significant contributions and having an extremely satisfying professional career with us.

Welcome to the Kasadara Team!

For Kasadara Technology Solutions Private Limited

Acceptance of Offer



**Shenba Vignesh**  
Manager - People and Culture

(Signature of Prospect Joinee)

Kasadara Technology Solutions Private Limited  
2nd Floor, AGT Business Park, 25, Avinashi Rd, TNHB Colony, Indira Nagar, Civil Aerodrome Post  
Electronics Estate, Coimbatore, Tamil Nadu 641014

07/02/2024



Aghi

Re: Campus Recruitment - Letter of Intent (LOI)

Dear Aruna,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "**Associate Professional**" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

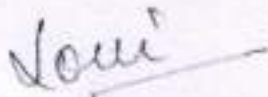
Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.



Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here' s wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxc.com](mailto:DXCIndiaCampusConnect@dxc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor,  
Block-D Littlewood Tower, TRIL Info Park Ramanujan IT  
City, Rajiv Gandhi Salai, Taramani, Chennai - 600113.  
CIN: U72900TN2015FTC102489.

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**Re: Campus Recruitment - Letter of Intent (LOI)**

**Dear BHAVAN,**

**Congratulations!**

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "**Associate Professional**" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lokendra'.

**Lokendra Sethi**

**VP-Human Resource**





DXC Technology || DECP FY'23 Hiring ||



Letter of Intent External Inbox



DXC\_India\_CampusCon... 4 days ago  
to me ▾



Re: Campus Recruitment - Letter of Intent (LOI)

Dear CHANDINI,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

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Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lokendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at  
DXCIndiaCampusConnect@dxc.com or call/WhatsApp at 9608921296 from 9 am  
to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL  
Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113.  
CIN: U72900TN2015FTC102489.

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DXC Technology || DECP FY'23

Hiring || Letter of Intent External



Inbox



DXC\_India\_Campu... Yesterday  
to me ▾

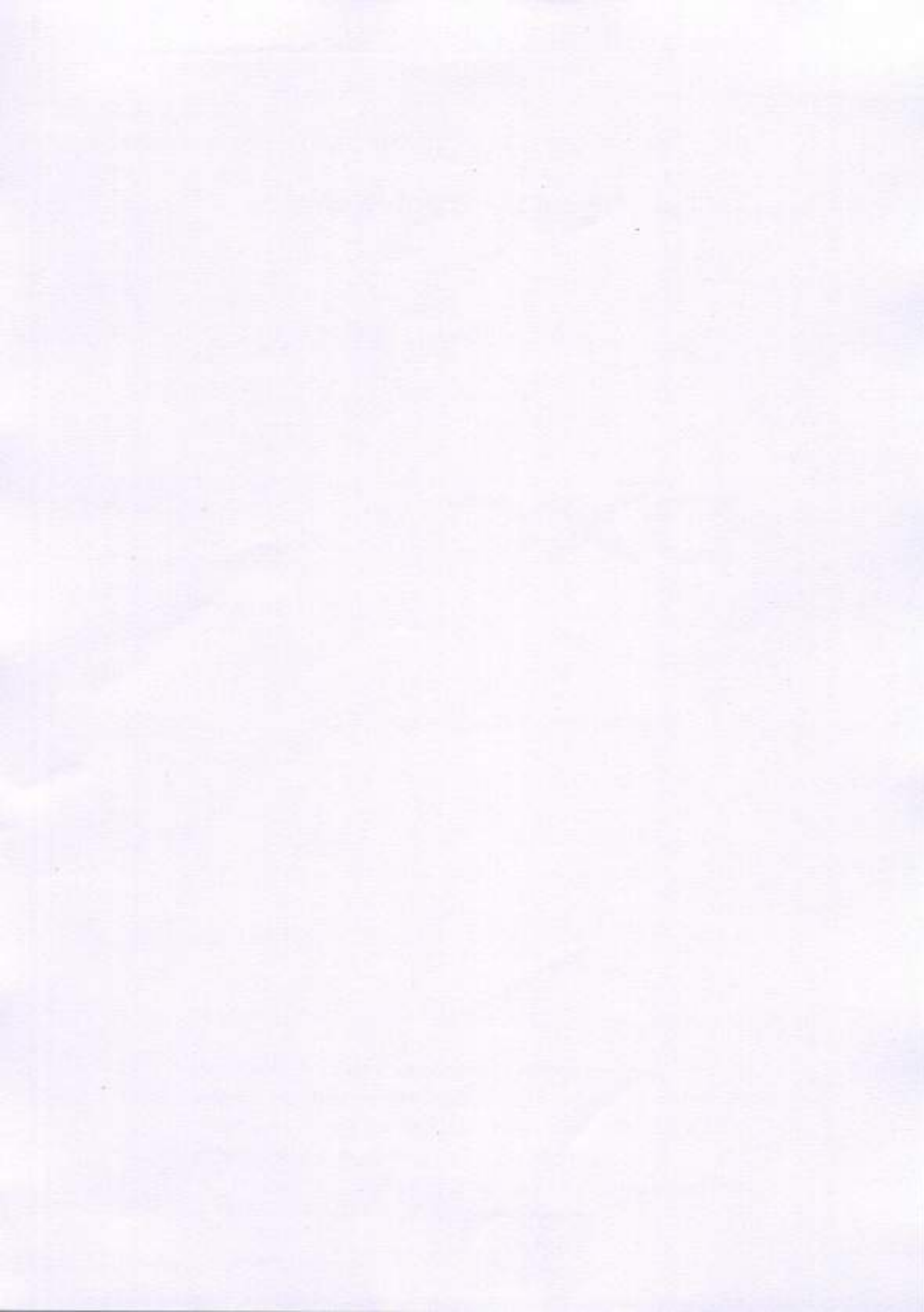


Re: Campus Recruitment - Letter of Intent (LOI)

Dear Harini,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Associate Professional"** competency level opportunity to you, on the following key terms and conditions:



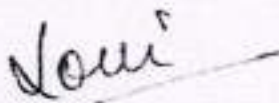
1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

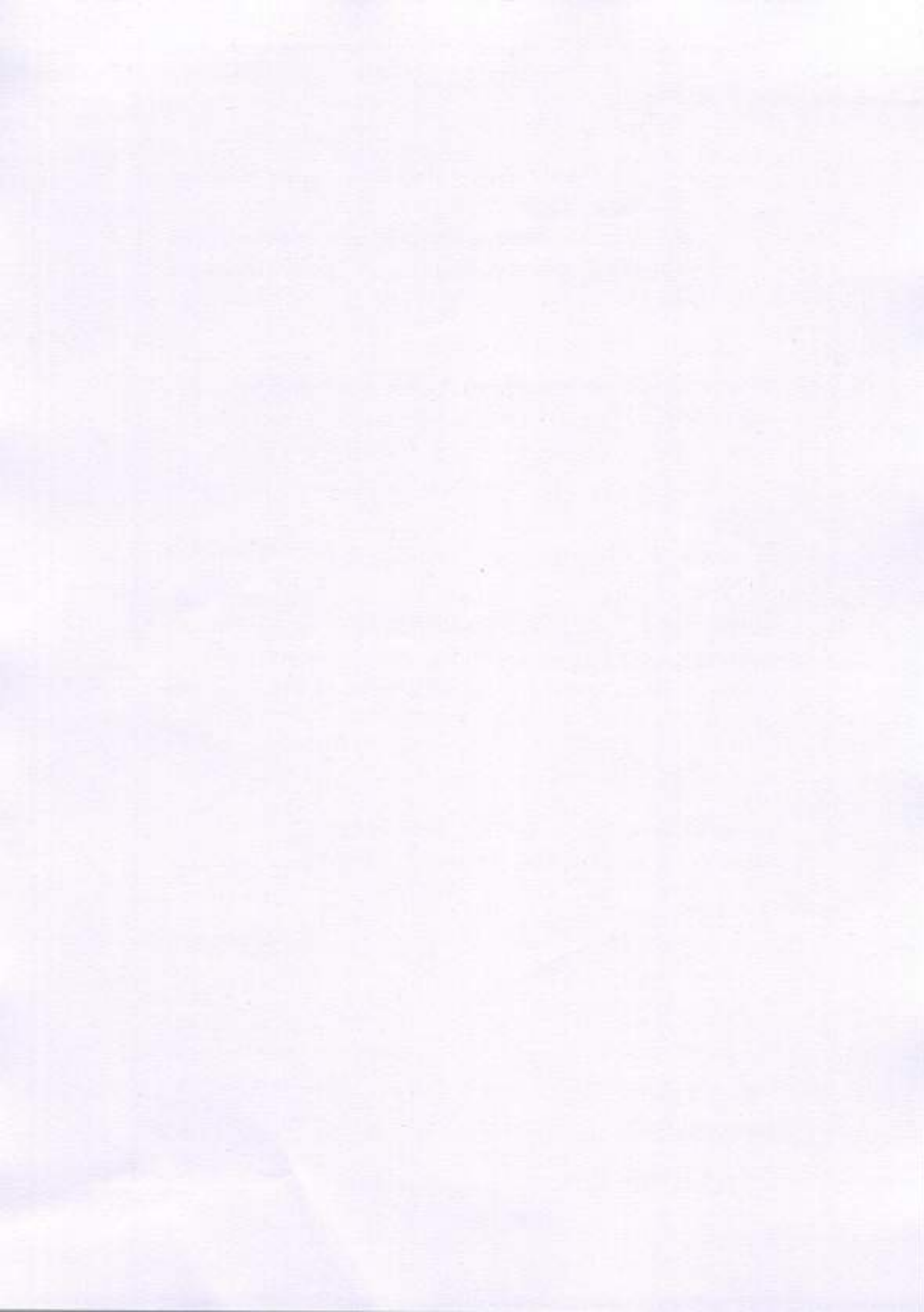
Yours sincerely,



Lokendra Sethi

VP-Human Resource





DXC Technology || DECP FY'23

Hiring || Letter of Intent External



Inbox



DXC\_India\_Campus... Yesterday  
to me ✓



Re: Campus Recruitment - Letter of Intent (LOI)

Dear KAVIYA,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:



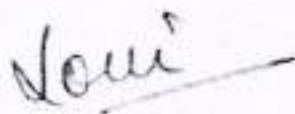
1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

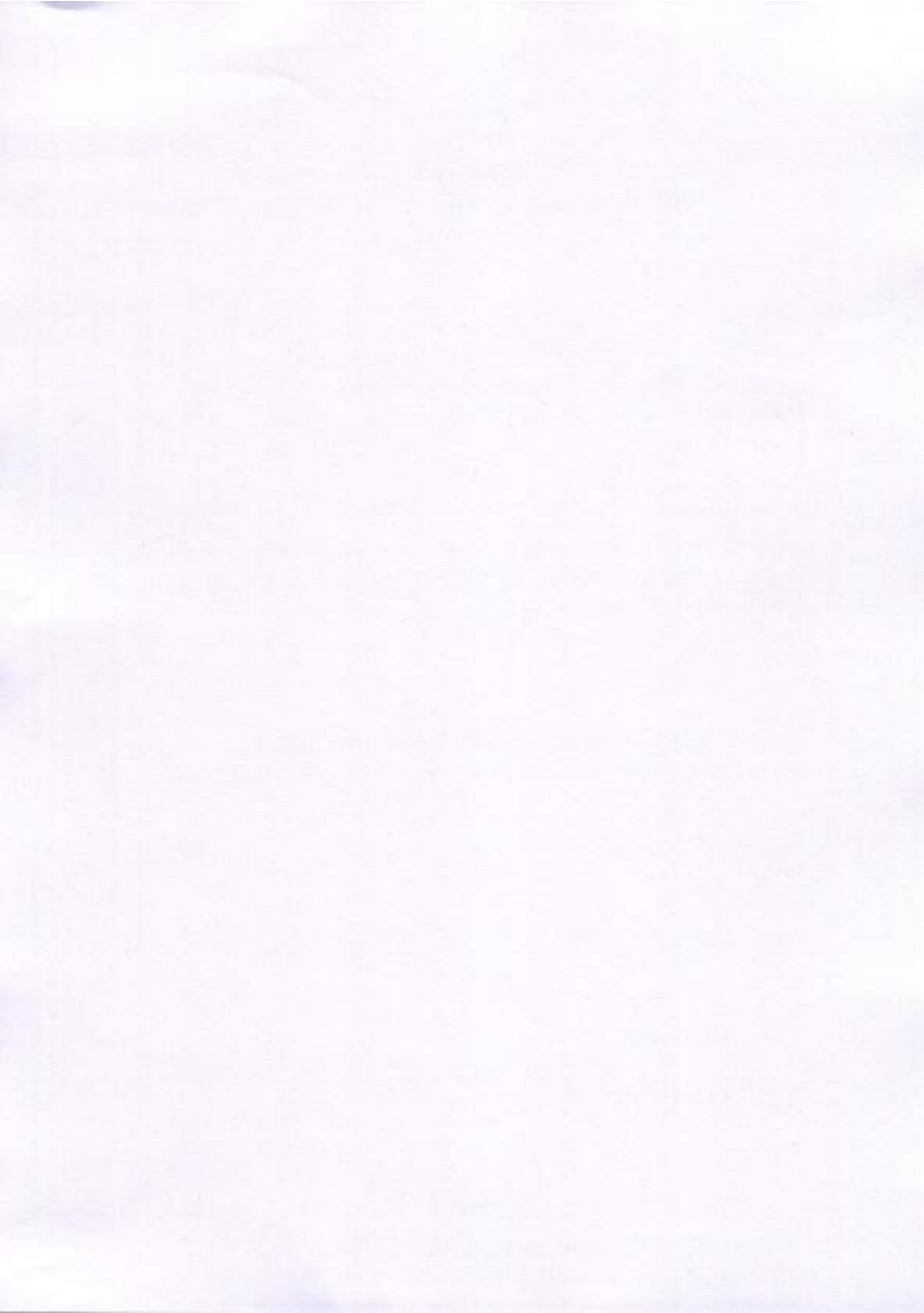
Yours sincerely,



**Lokendra Sethi**

**VP-Human Resource**

***If you have queries or concerns please reach us at  
DXCIndiaCampusConnect@dxc.com or call/WhatsApp at  
0608021206 from 9 am to 6:30 pm Monday to Friday***





Re: Campus Recruitment - Letter of Intent (LOI)

Dear NIRMALA RAJ,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

Lakendra Sethi

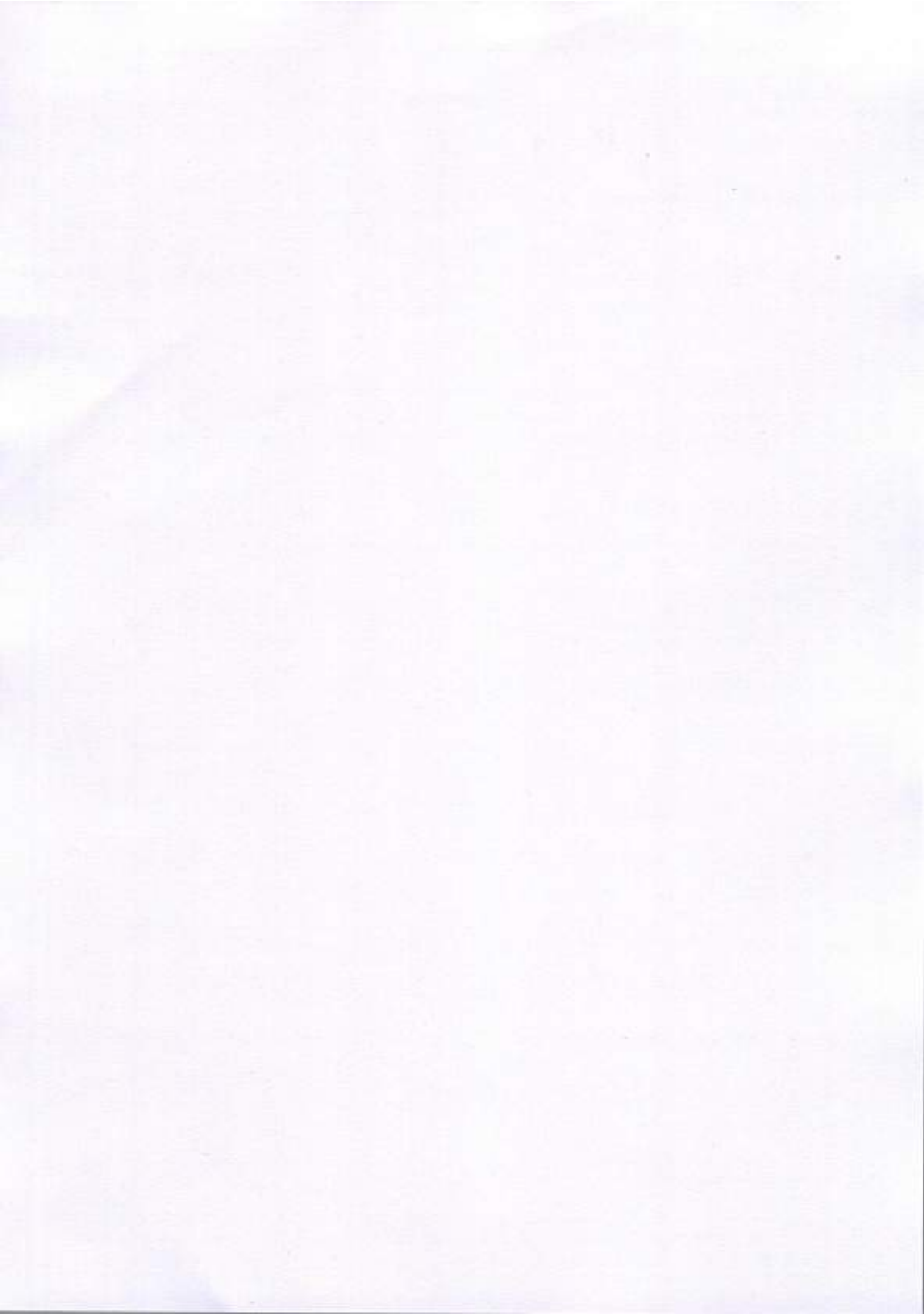
VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusCareers@dxctechnology.com](mailto:DXCIndiaCampusCareers@dxctechnology.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block D Littlewood Town, The Info Park Ramasujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

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DXC Technology || DECP

FY'23 Hiring || Letter of



Intent

External

Inbox



DXC\_India\_C... Yesterday  
to me ▾

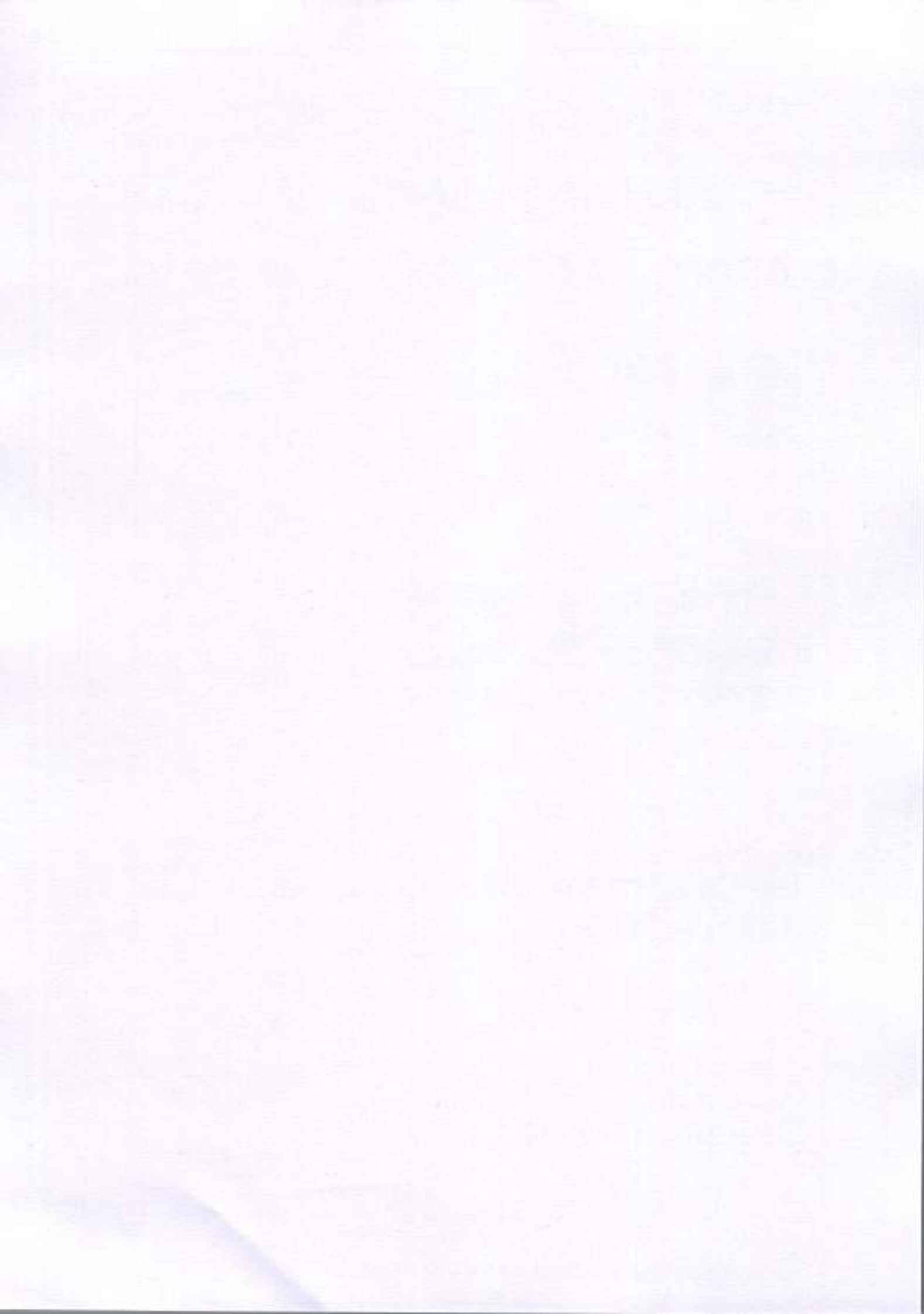


**Re: Campus Recruitment - Letter of Intent (LOI)**

Dear poonguzhali,

Congratulations!





**Re: Campus Recruitment - Letter of Intent (LOI)**

Dear PDDNIMA,

Congratulations!

We, IT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you on the following key terms and conditions:

1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/document furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi  
VP-Human Resources

If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxci.com](mailto:DXCIndiaCampusConnect@dxci.com) or call/WhatsApp at 5628521296 from 9 am to 6:30 pm, Monday to Friday.

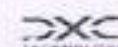
DXC Technology India Private Limited - 9th floor, Block D Udeveloo Tower, TRL Info Park Rajawadeyan IT City, Rajiv Gandhi Saba, Taramani, Chennai - 600113. CIN: U72900TN2013PRC102489.

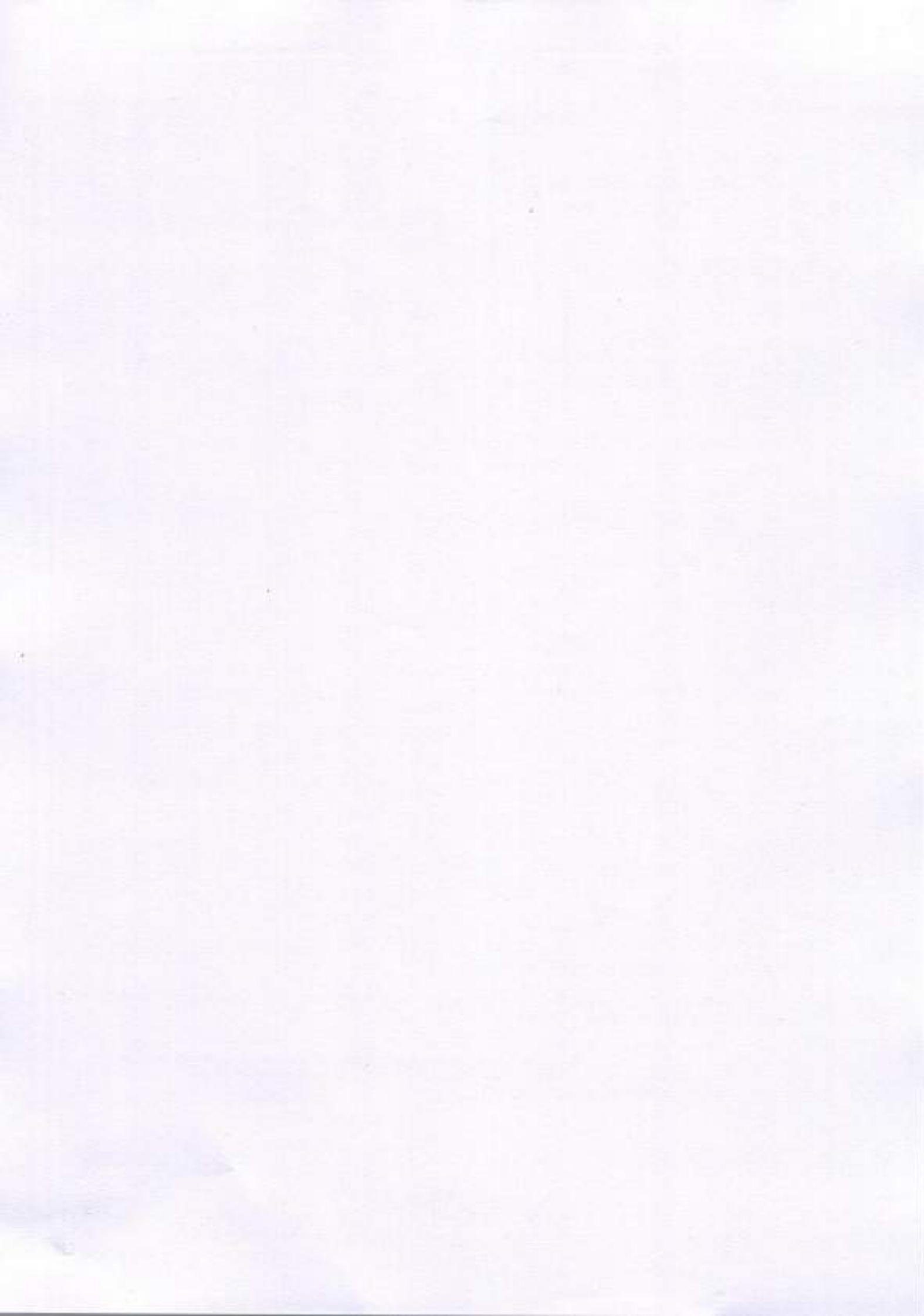
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Attachments:

 image001.jpg

 image002.jpg

 image003.jpg





Re: Campus Recruitment - Letter of Intent (LOI)

Dear Prawn,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

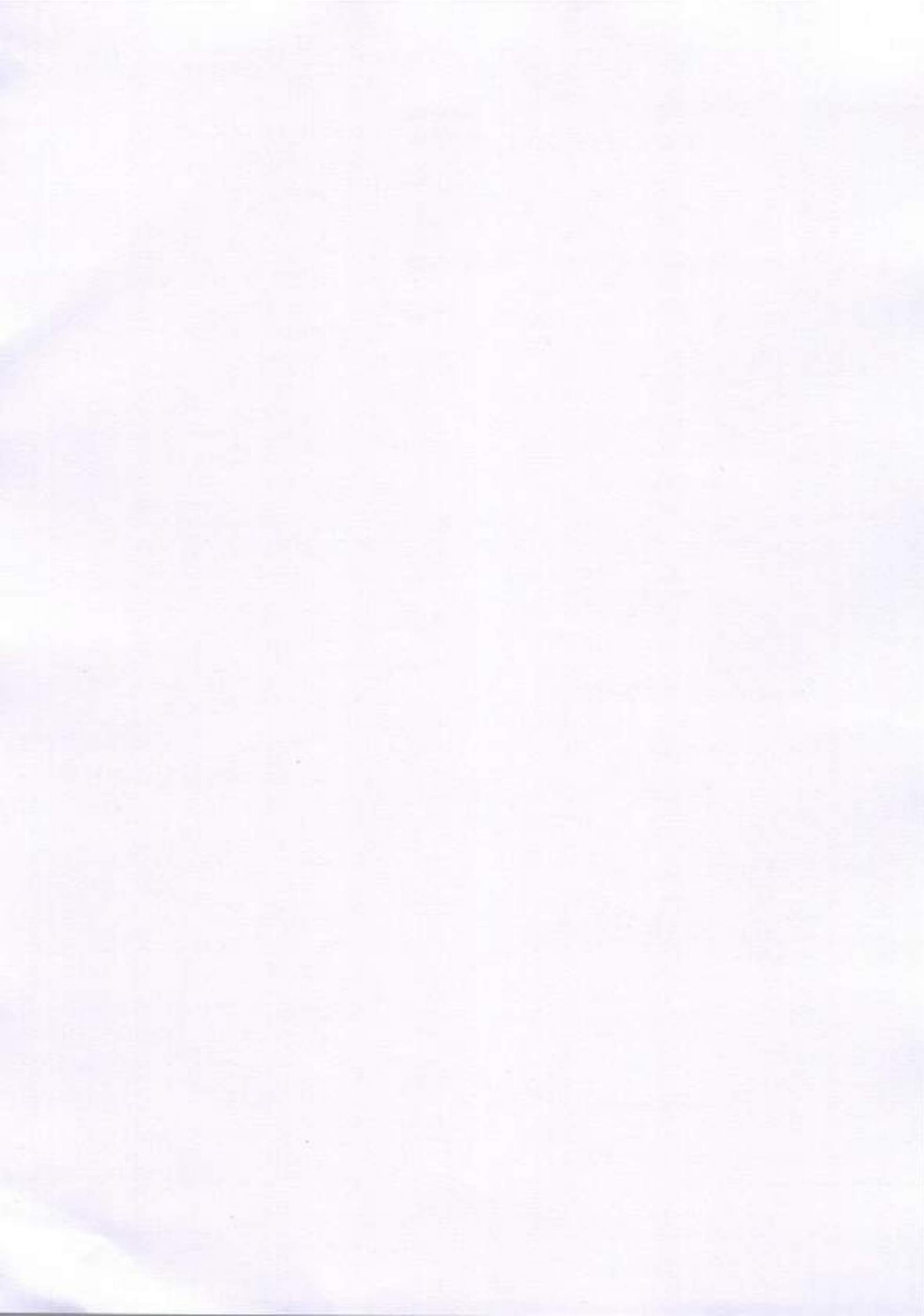
Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

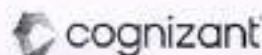
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lokendra', with a horizontal line extending to the right.

Lokendra Sethi

VP-Human Resource





## Letter of Intent (LOI)

Superset ID: 3646263

Date: November 25, 2022

Dear PRAWIN A,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-compliance of performance benchmark or moral code of conduct.

Code of Conduct - You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empanelled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Preloji>

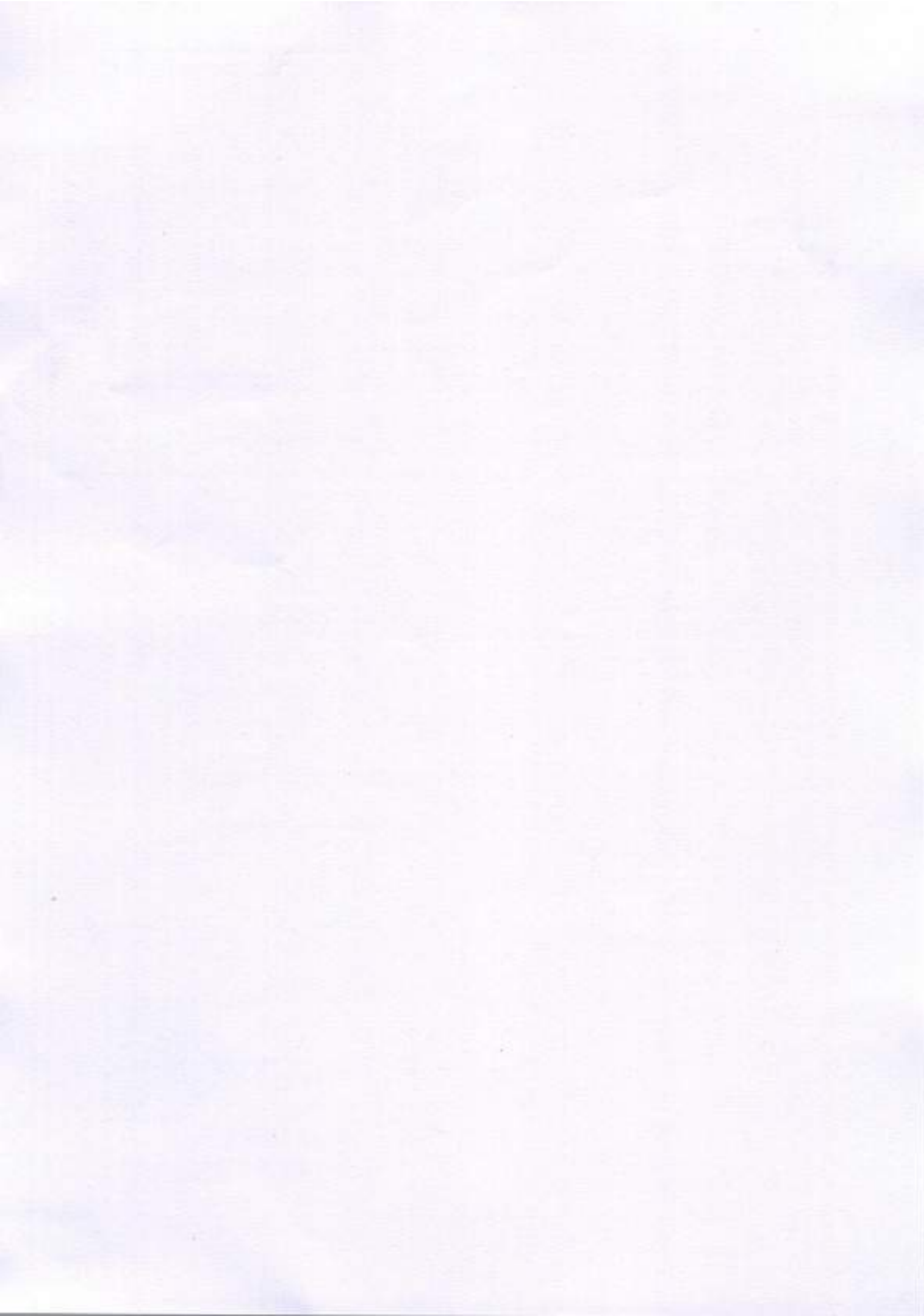
GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





November 14, 2022

**Mr Prawin A**

6/140 Ullugurukkai(Village And Post)  
Denkanikottai(Taluk)KrishnagiriHosur,  
Krishnagiri, Tamil Nadu - 635113.

Dear Prawin A,

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. Your date of joining shall be of **May 22, 2023**. You shall report for duty on our intimation in our Coimbatore office. This offer is subject to you, clearing the reference check conducted by us.

Your three months training will start from the joining date. Upon successful completion of the training, your CTC will be **INR 2,63,652/- (Two Lakh Sixty Three Thousand Six Hundred and Fifty Two only) per annum** which will include a night shift allowance of **INR 150/- per work day** and an Annual Loyalty Bonus of **INR 12000/-** on completion of each year. The break-up of the same is provided in **Salary Annexure I** of this letter.

In addition, you will be eligible for a Variable Performance Incentive after 6 months of service, **subject to meeting process-specific incentive criteria.**

This letter is a communication of an employment offer and is not a letter of appointment. A regular letter of appointment will be issued to you at the date of your joining. As an acceptance of the offer, you are required to send a signed copy of this letter via email to us within 7 days from receipt of this letter. Non-submission of the same will be treated as non-acceptance of this offer.



## Salary Annexure I

| Compensation & Benefits                      |                              |                 |                                       |
|--|------------------------------|-----------------|---------------------------------------|
| S No   | Salary Components            | During Training | After Completion of 3 months Training |
| <b>A Fixed Components</b>                    |                              |                 |                                       |
|  | BASIC                        | 10658           | 10658                                 |
|  | HRA                          | 1300            | 3299                                  |
|  | Night Shift Allowances****   | 0               | 3000                                  |
|  | BONUS                        | 890             | 890                                   |
|  | <b>GROSS</b>                 | <b>12848</b>    | <b>17847</b>                          |
| <b>Less : Statutory Deduction (Employee)</b> |                              |                 |                                       |
| 1  | ESI                          | 96              | 134                                   |
| 2  | PF                           | 1386            | 1746                                  |
|  | <b>NET TAKE HOME</b>         | <b>11366</b>    | <b>15967</b>                          |
| <b>B EMPLOYER CONTRIBUTIONS</b>              |                              |                 |                                       |
| 1  | ESI                          | 418             | 580                                   |
| 2  | PF                           | 1501            | 1891                                  |
| 3  | Gratuity*                    | 513             | 513                                   |
| 4  | Insurance **                 | 140             | 140                                   |
|  | <b>CTC (Cost To Company)</b> | <b>15420</b>    | <b>20971</b>                          |
| <b>ANNUAL COMPONENTS</b>                     |                              |                 |                                       |
|  | Annual Loyalty Bonus***      |                 | 12000                                 |
|  | <b>Annual CTC</b>            |                 | <b>263652</b>                         |

Notes:

1. Rate of Professions Tax will vary based on Tamil Nadu 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 completion of three months.
5. \*\*\* Annual Loyalty Bonus will be paid year on year after completion of one year service.
6. \*\*\*\* Per day Night Shift Allowance of Rs.150 will be applicable after the training period.

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 reach us.

Warm Regards,

For KG Invicta Services Pvt Ltd. (KGIS)

Hariprasad G

Human Resources Team

**ACCEPTANCE OF OFFER**

(Full name with signature)

I hereby confirm that I accept the above offer with all its terms and conditions of employment



Re: Campus Recruitment - Letter of Intent (LOI)

Dear RAKESH,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total fixed salary would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,

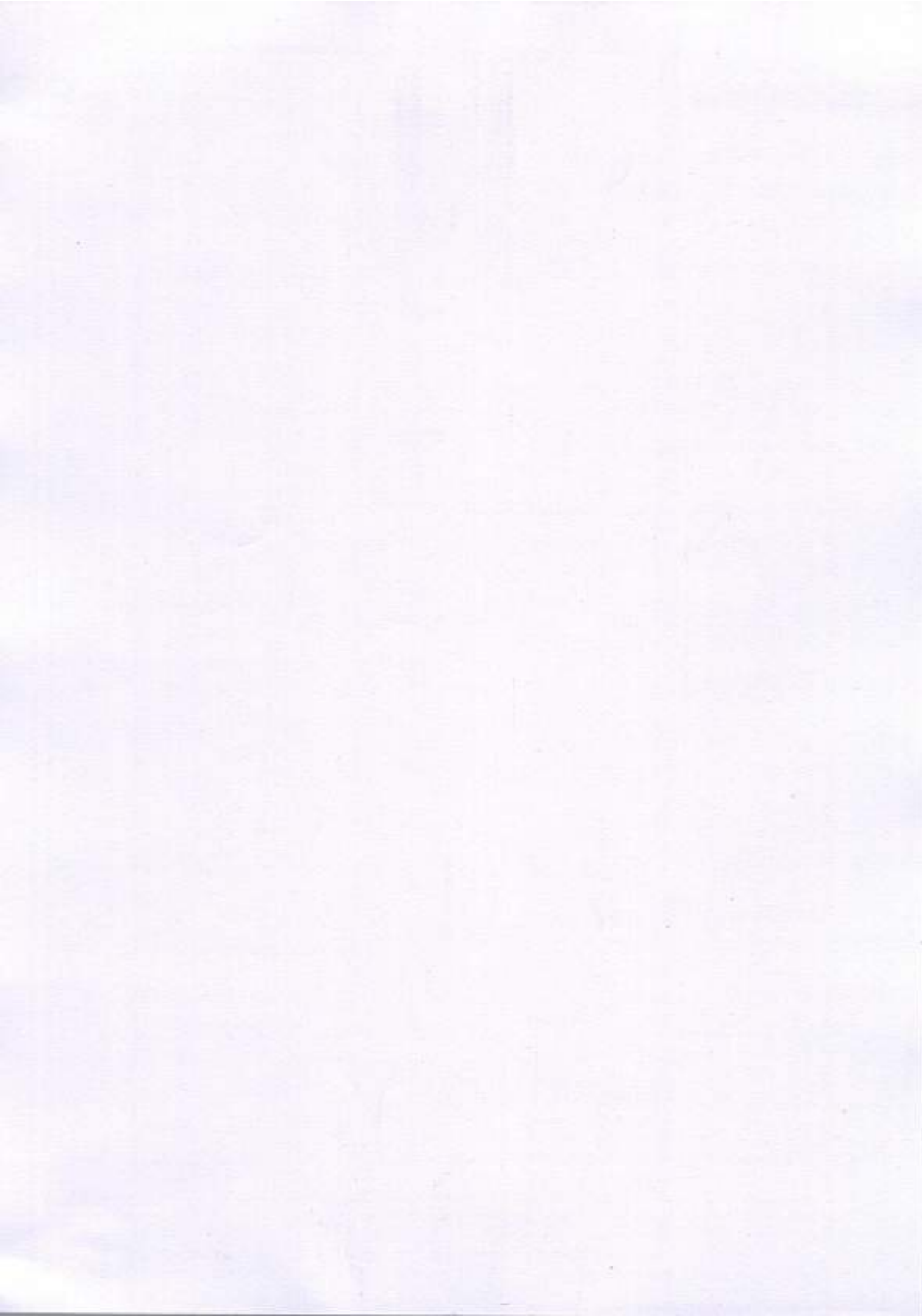
Lokendra Sethi

VP-Human Resource

**If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxcc.com](mailto:DXCIndiaCampusConnect@dxcc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.**

DXC Technology India Private Limited - 9th Floor, Block D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

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DXC TECHNOLOGY || DECT  
FY'23 Hiring || Letter of Intent



Inbox



DXC\_India\_Campus... Oct 13

to me



*Re: Campus Recruitment - Letter of Intent (LOI)*

*Dear Srinithi,*

*Congratulations!*

*We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:*

successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

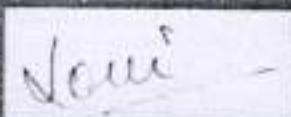
1. Your designation at the time of joining would be Associate Professional.
2. Your total fixed salary would be amounting to INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

Fwd: DXC Technology || DECP FY'23 Hiring || Letter of Intent

1 message

Tharshiny <tharshiny.19ag047@nandhaengg.org>  
To: konguxeroxprint@gmail.com

14 October 2022 at 12:24

----- Forwarded message -----

From: DXC\_India\_CampusConnect <DXCIndiaCampusConnect@dxc.com>  
Date: Thu, Oct 13, 2022, 1:34 PM  
Subject: DXC Technology || DECP FY'23 Hiring || Letter of Intent  
To: tharshiny.19ag047@nandhaengg.org <tharshiny.19ag047@nandhaengg.org>



Re: Campus Recruitment - Letter of Intent (LOI)

Dear THARSHINY,

Congratulations!

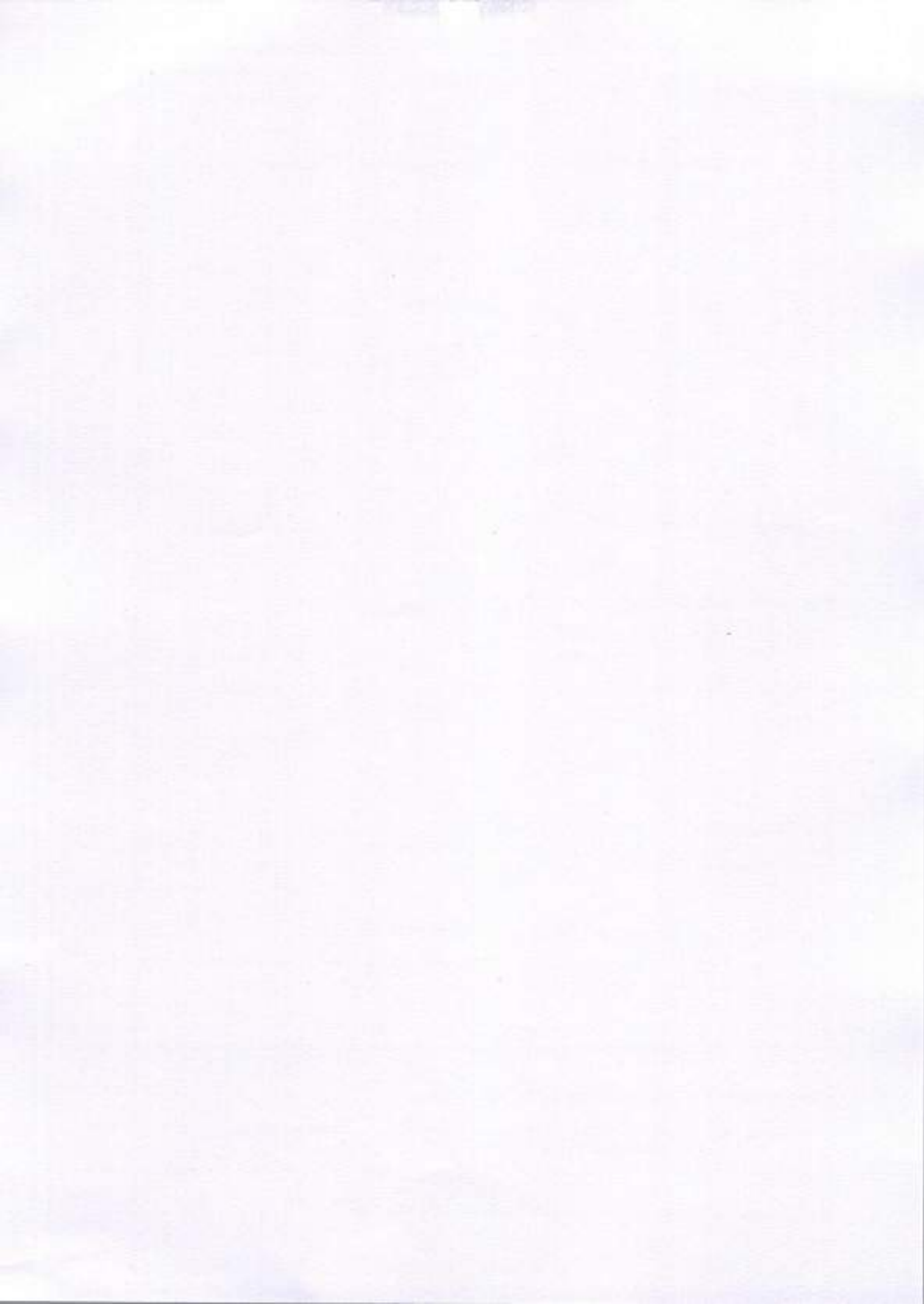
We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Associate Professional" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Associate Professional**.
2. Your total **fixed salary** would be amounting to **INR 4,20,000/- (Rupees Four Lakhs Twenty Thousand only)**.

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.



Yours sincerely,



Lokeendra Sethi

VP-Human Resource

*If you have queries or concerns please reach us at [DXCIndiaCampusConnect@dxcc.com](mailto:DXCIndiaCampusConnect@dxcc.com) or call/WhatsApp at 9608921296 from 9 am to 6:30 pm, Monday to Friday.*

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113. CIN: U72900TN2015FTC102489.

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3 attachments



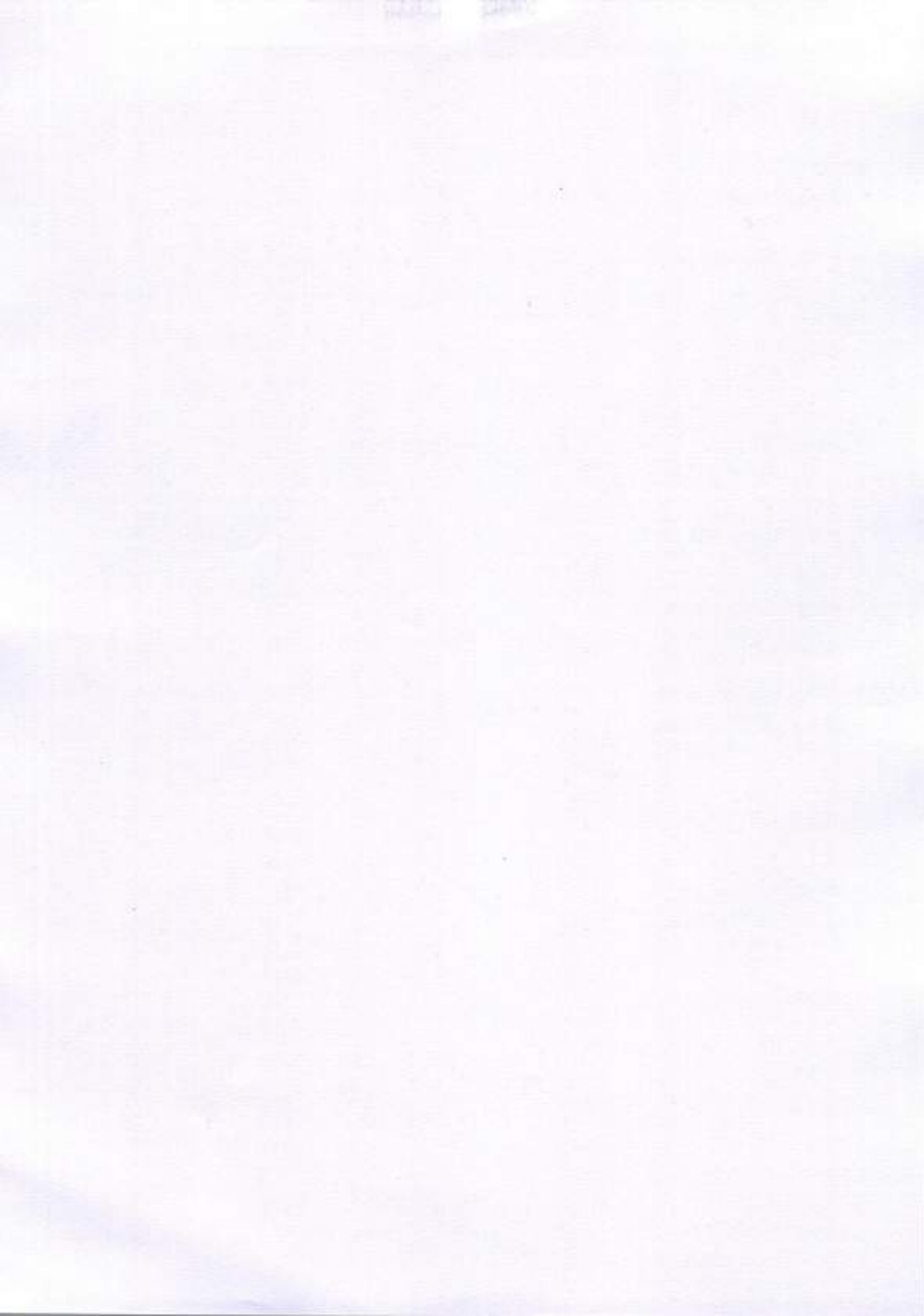
image001.jpg  
8K

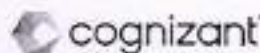
image002.jpg  
2K



image001.jpg  
8K







## Letter of Intent (LOI)

Superset ID: 3646479

Date: November 25, 2022

Dear Madhumitha R,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus.cognizant.com/careers/raise-a-query>

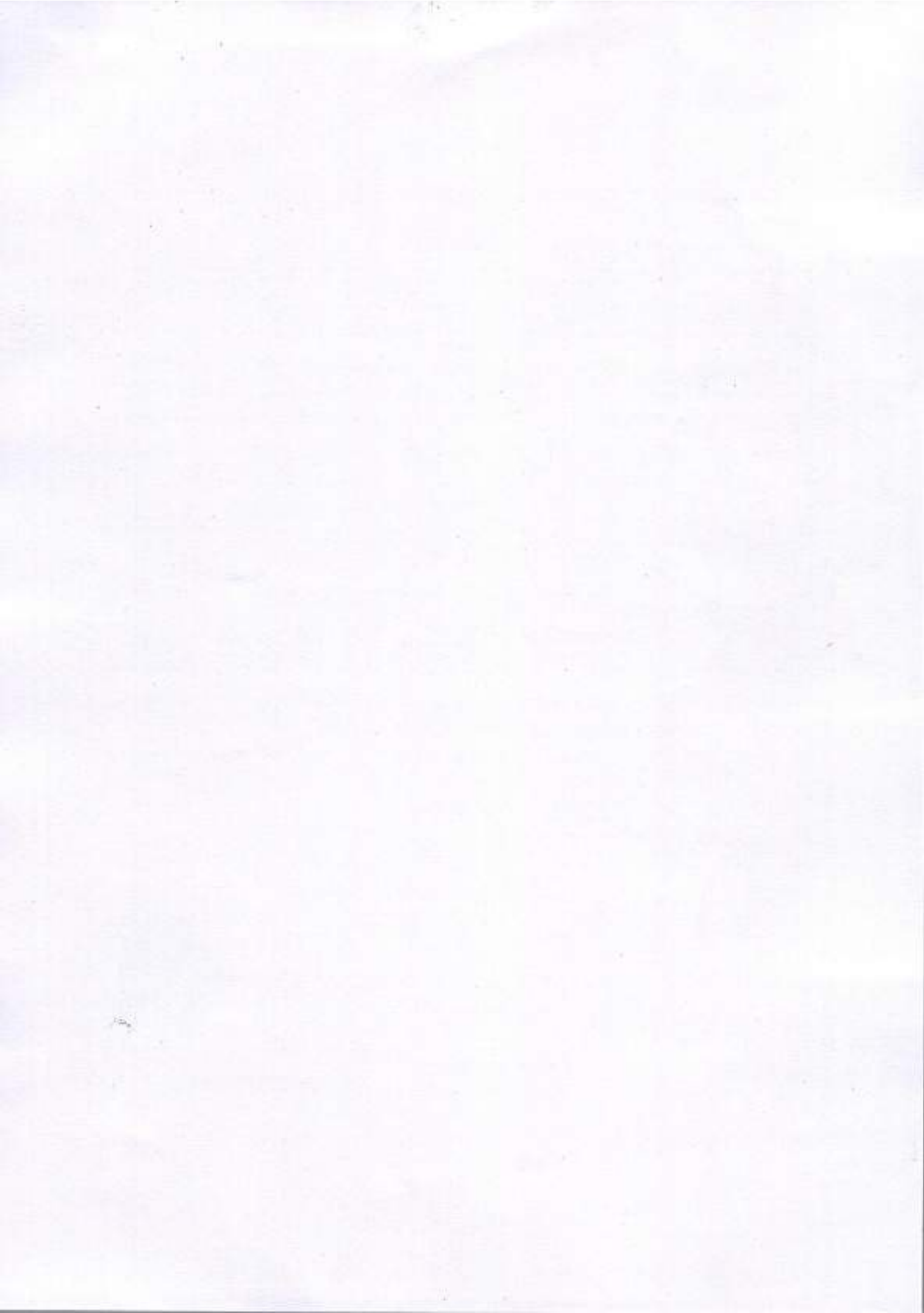
GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

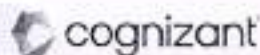
Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources







## Letter of Intent (LOI)

Superset ID: 3648042

Date: November 25, 2022

Dear Sindhu S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-etics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://camms2.cognizant.com/cognizant.com/Pages/Prelogin>

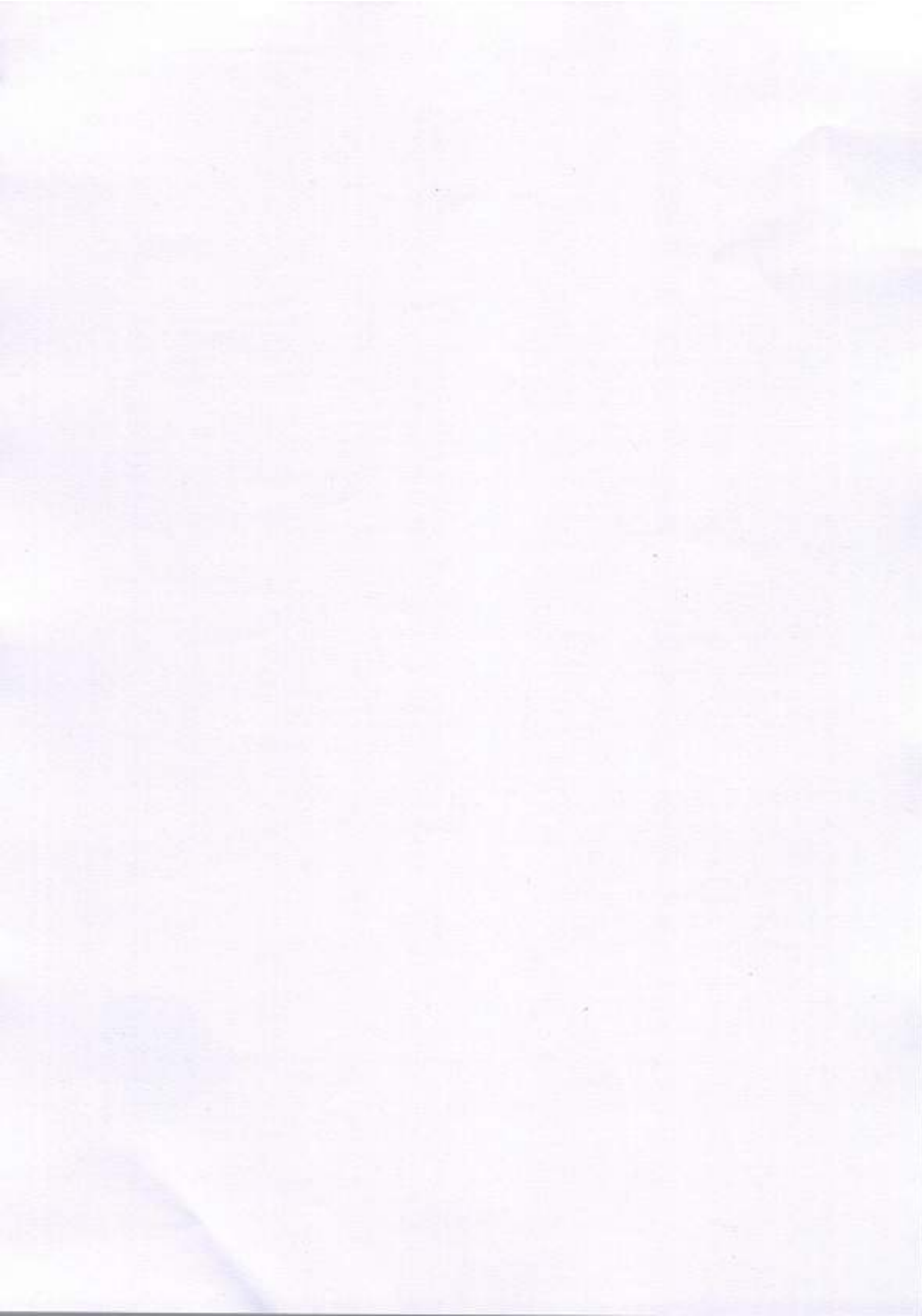
GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources







## Letter of Intent (LOI)

Superset ID: 3619091

Date: November 25, 2022

Dear Thrashing MR,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Based on the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being inducted as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/-** per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards mispractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

**Code of Conduct:** You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/sites/default/files/code-of-conduct.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days - from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://careplus@cognizant.com/cognizant.com/Pages/Feedback>

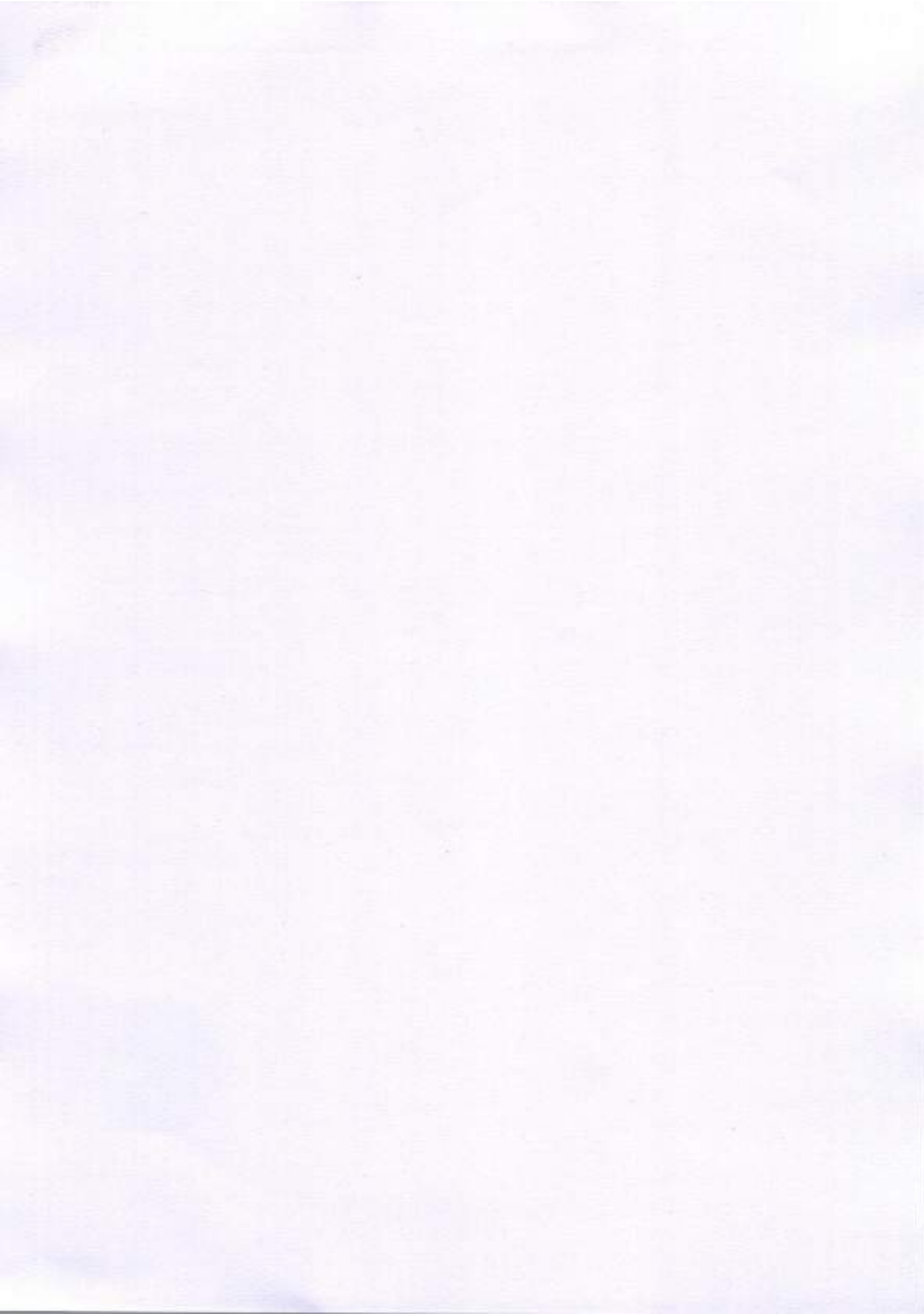
GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





November 14, 2022

Mr Ramanarayanan Shankarasubramaniam

Perundurai, Erode Dt,

Tamil Nadu 638053

Email ID: ramtopper96@gmail.com

Dear Ramanarayanan Shankarasubramaniam,

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. Your date of joining shall be of **May 22, 2023**. You shall report for duty on our intimation in our Coimbatore office. This offer is subject to you, clearing the reference check conducted by us.

Your three months training will start from the joining date. Upon successful completion of the training, your CTC will be **INR 2,63,652/- (Two Lakh Sixty Three Thousand Six Hundred and Fifty Two only) per annum** which will include a night shift allowance of **INR 150/- per work day** and an Annual Loyalty Bonus of **INR 12000/-** on completion of each year. The break-up of the same is provided in **Salary Annexure I** of this letter.

In addition, you will be eligible for a Variable Performance Incentive after 6 months of service, **subject to meeting process-specific incentive criteria.**

This letter is a communication of an employment offer and is not a letter of appointment. A regular letter of appointment will be issued to you at the date of your joining. As an acceptance of the offer, you are required to send a signed copy of this letter via email to us within 7 days from receipt of this letter. Non-submission of the same will be treated as non-acceptance of this offer.



Salary Annexure I

| Compensation & Benefits                      |                               |                 |                                       |
|--|-------------------------------|-----------------|---------------------------------------|
| S No   | Salary Components             | During Training | After Completion of 3 months Training |
| <b>Fixed Components</b>                      |                               |                 |                                       |
| A  | BASIC                         |                 | 10658                                 |
|  | HRA                           | 10658           | 10658                                 |
|  | Night Shift Allowances****    | 1300            | 3299                                  |
|  | BONUS                         | 0               | 3000                                  |
|  | GROSS                         | 890             | 890                                   |
|  |                               | 12848           | 17847                                 |
| <b>Less : Statutory Deduction (Employee)</b> |                               |                 |                                       |
| 1  | ESI                           |                 |                                       |
| 2  | PF                            | 96              | 134                                   |
|  | <b>NET TAKE HOME</b>          | 1386            | 1746                                  |
| B  | <b>EMPLOYER CONTRIBUTIONS</b> | 11366           | 15967                                 |
| 1  | ESI                           |                 |                                       |
| 2  | PF                            | 418             | 580                                   |
| 3  | Gratuity*                     | 1501            | 1891                                  |
| 4  | Insurance **                  | 513             | 513                                   |
|  | <b>CTC (Cost To Company)</b>  | 140             | 140                                   |
|  |                               | 15420           | 20971                                 |
| <b>ANNUAL COMPONENTS</b>                     |                               |                 |                                       |
|  | Annual Loyalty Bonus***       |                 | 12000                                 |
|  | Annual CTC                    |                 | 263652                                |

Notes:

1. Rate of Professions Tax will vary based on Tamil Nadu 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 completion of three months.
5. \*\*\* Annual Loyalty Bonus will be paid year on year after completion of one year service.
6. \*\*\*\*Per day Night Shift Allowance of Rs.150 will be applicable after the training period.

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 reach us.

Warm Regards,

For KG Invicta Services Pvt Ltd. (KGIS)

Hariprasad G

Human Resources Team

ACCEPTANCE OF OFFER

Ramanarayanan Sthakrasubramanian  
S. R. J.

(Full name with signature)

I hereby confirm that I accept the above offer with all its terms and conditions of employment

November 14, 2022

Mr Sathyapriyan Rathnavel  
59  
Varagappa Street Karungalpalayam Erode,  
Erode, Tamil Nadu - 638003.

Dear Sathyapriyan Rathnavel,

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. Your date of joining shall be of **May 22, 2023**. You shall report for duty on our intimation in our Coimbatore office. This offer is subject to you, clearing the reference check conducted by us.

Your three months training will start from the joining date. Upon successful completion of the training, your CTC will be **INR 2,63,652/- (Two Lakh Sixty Three Thousand Six Hundred and Fifty Two only)** per annum which will include a night shift allowance of **INR 150/-** per work day and an Annual Loyalty Bonus of **INR 12000/-** on completion of each year. The break-up of the same is provided in **Salary Annexure I** of this letter.

In addition, you will be eligible for a Variable Performance Incentive after 6 months of service, **subject to meeting process-specific incentive criteria.**

This letter is a communication of an employment offer and is not a letter of appointment. A regular letter of appointment will be issued to you at the date of your joining. As an acceptance of the offer, you are required to send a signed copy of this letter via email to us within 7 days from receipt of this letter. Non-submission of the same will be treated as non-acceptance of this offer.

## Salary Annexure I

| Compensation & Benefits |  |                 |                                       |
|-------------------------|--|-----------------|---------------------------------------|
| S No                    | Salary Components                            | During Training | After Completion of 3 months Training |
| <b>A</b>                | <b>Fixed Components</b>                      |                 |                                       |
|                         | BASIC  | 10658           | 10658                                 |
|                         | HRA  | 1300            | 3299                                  |
|                         | Night Shift Allowances****                   | 0               | 3000                                  |
|                         | BONUS  | 890             | 890                                   |
|                         | <b>GROSS</b>                                 | <b>12848</b>    | <b>17847</b>                          |
|                         | <b>Less : Statutory Deduction (Employee)</b> |                 |                                       |
| 1                       | ESI  | 96              | 134                                   |
| 2                       | PF   | 1386            | 1746                                  |
|                         | <b>NET TAKE HOME</b>                         | <b>11366</b>    | <b>15967</b>                          |
| <b>B</b>                | <b>EMPLOYER CONTRIBUTIONS</b>                |                 |                                       |
| 1                       | ESI  | 418             | 580                                   |
| 2                       | PF   | 1501            | 1891                                  |
| 3                       | Gratuity*                                    | 513             | 513                                   |
| 4                       | Insurance **                                 | 140             | 140                                   |
|                         | <b>CTC (Cost To Company)</b>                 | <b>15420</b>    | <b>20971</b>                          |
|                         | <b>ANNUAL COMPONENTS</b>                     |                 |                                       |
|                         | Annual Loyalty Bonus***                      |                 | 12000                                 |
|                         | <b>Annual CTC</b>                            |                 | <b>263652</b>                         |

**Notes:**

1. Rate of Professions Tax will vary based on Tamil Nadu 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 completion of three months.
5. \*\*\* Annual Loyalty Bonus will be paid year on year after completion of one year service.
6. \*\*\*\*Per day Night Shift Allowance of Rs.150 will be applicable after the training period.

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 reach us.

Warm Regards,

For KG Invicta Services Pvt Ltd. (KGIS)

Hariprasad G

Human Resources Team

**ACCEPTANCE OF OFFER**

(Full name with signature)  
 I hereby confirm that I accept the above offer with all its terms and conditions of employment

**AB ACADEMY'S<sup>®</sup>**  
**THE ENGLISH COUNCIL<sup>®</sup>**  
(FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr / Ms / Mrs. P. Navaneetha Dept BE Agri

We have pleasure to appoint you as a 'Faculty' in Grade I with effective from June 2013. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a Faculty (Soft-Skill Trainer) for the basic gross salary of Rs. 10,000/- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance (At the time of appraisal).

You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a Senior Associate Trainer or Junior Team Leader. Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the organization.

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us. Once the exams get over, do report to our nearest branch to know the training details.

Place : Coimbatore

Date :

For AB Academy- The English Council

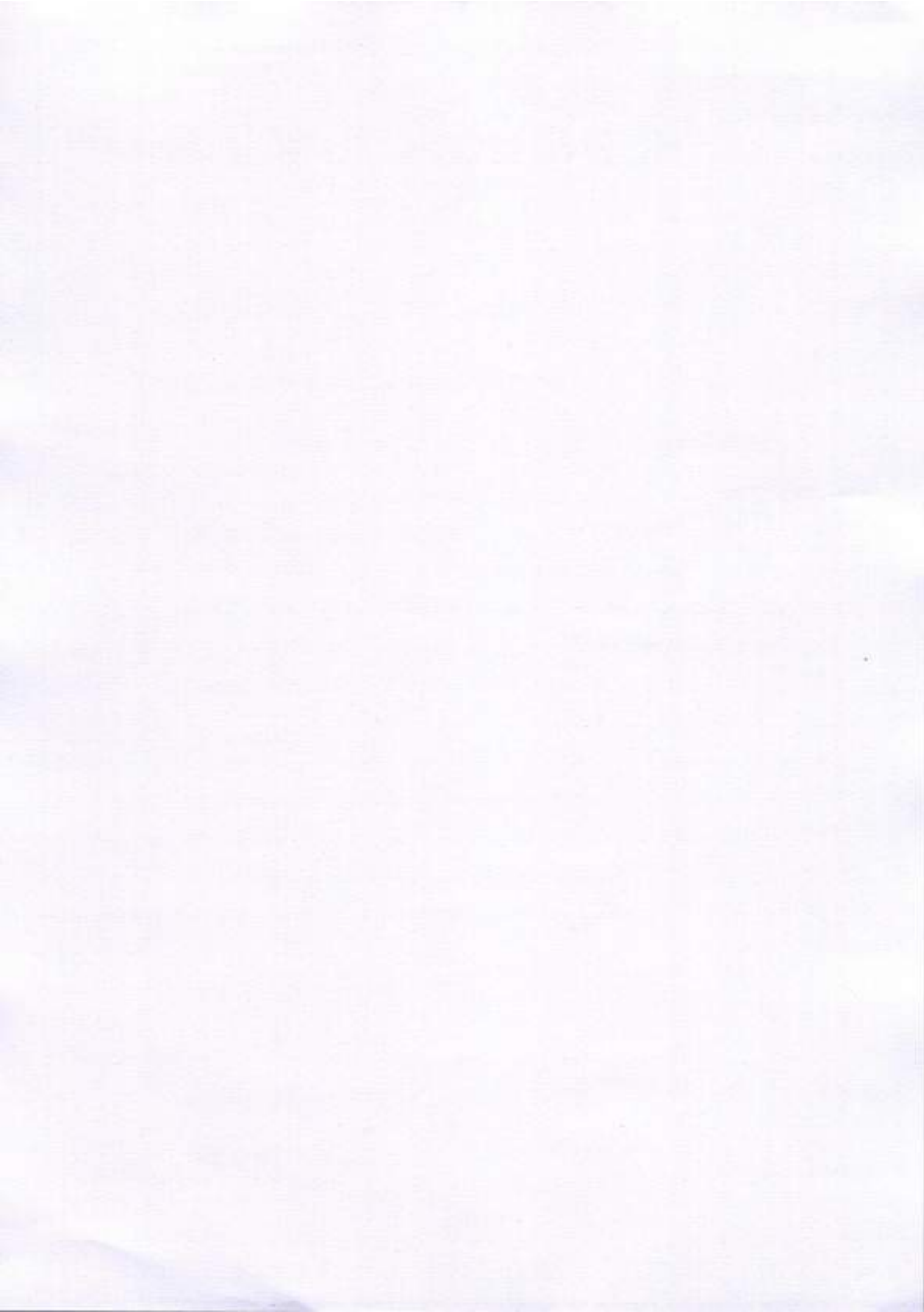
Authorized signatory [H.R.]

Signature of the Candidate

Ring:  
9842629024  
9894075163

Email:  
aeebeeacademy@yahoo.in  
theenglishcouncil@yahoo.com  
www.abacademy.org.in

Address:  
No.30, Ramalaxmi nagar, Laxmipuram,  
Kamarajar road, Peelamedu (po), Coimbatore-4



AB ACADEMY'S<sup>®</sup>  
THE ENGLISH COUNCIL<sup>®</sup>  
(FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr/Ms/Mrs. G. SRI KARSUNA Dept B.E. AGR

We have pleasure to appoint you as a 'Faculty' in Grade I with effective from June - 2023. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

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For AB Academy- The English Council

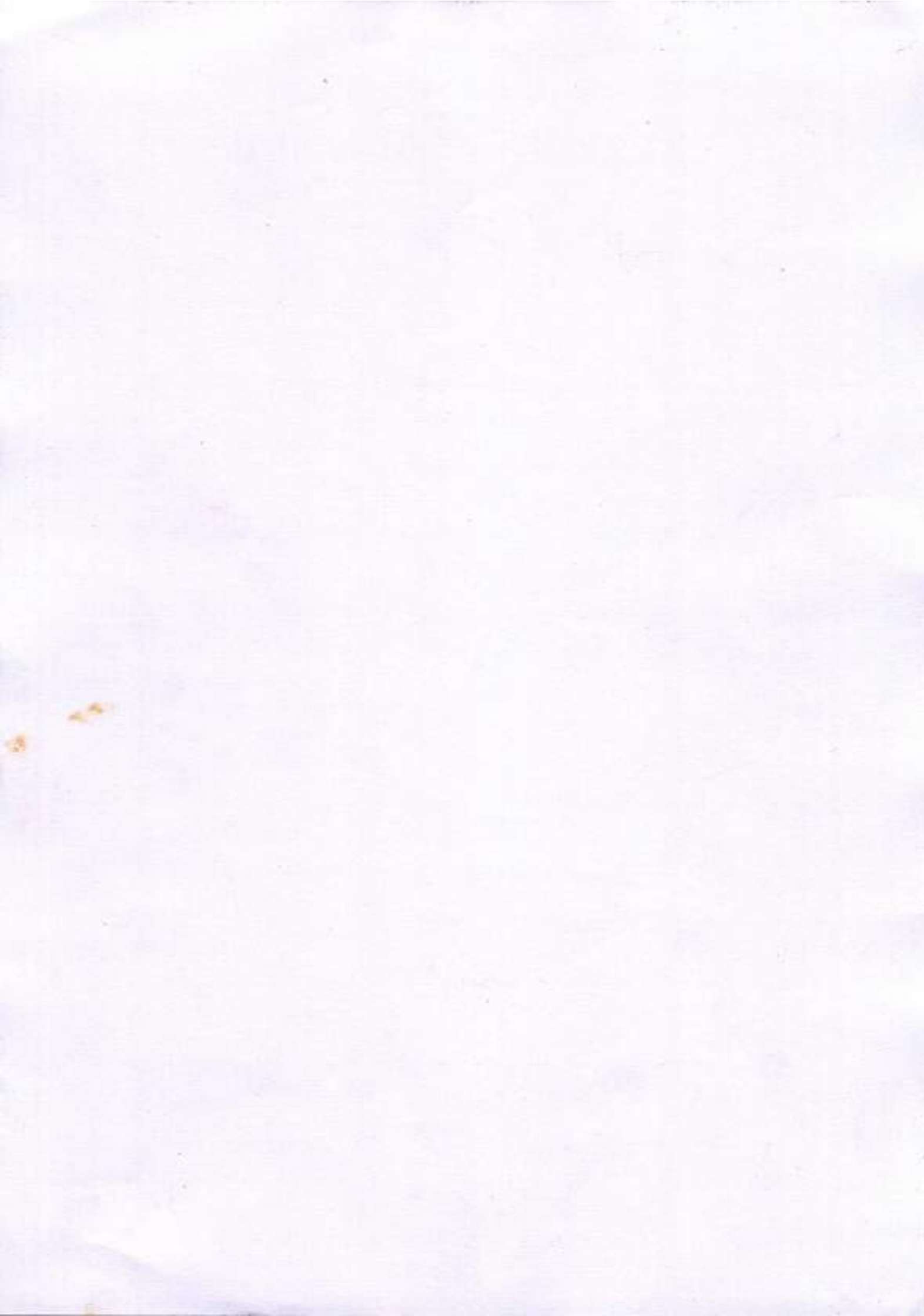
Authorized signatory [H.R.]

Signature of the Candidate

Ring:  
9842679024  
9894075143

Email:  
abacademy@yahoo.in  
theenglishcouncil@yahoo.com  
www.abacademy.org.in

Address:  
No. 30, Ramalaxmi nagar, Laxmipuram,  
Kamarajar road, Peelamedu (po), Coimbatore-4



Dear Mr /Ms / Mrs. N. AISHWARYA Dept MBA

We have pleasure to appoint you as a 'Senior Associate Trainer' in Grade I with effective from June-2023. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a Senior Associate Trainer (Accent Training) for the basic gross salary of Rs. 12,000/- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance (At the time of appraisal).

You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a Trainee Team Leader. Since the nature of work requires to handle academic information, the training is essential.

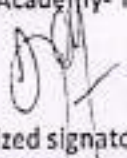
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Place: Coimbatore

Date:

For AB Academy- The English Council

  
Authorized signatory [H.R]

Signature of the candidate





REF: ASF/HR & AD/CTR/  
Date: 01/03/2023

Mr. Akash Raju. A,  
II – MBA in (HR & MM),  
Nandha Engineering College,  
Erode - 54,

**Subject: Acceptance of Internship.**

Dear Sir,

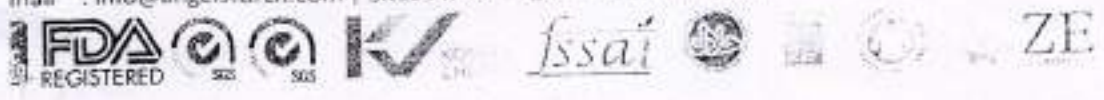
We are pleased to inform you that our Management has decided to accept the proposal for internship for Mr. Akash Raju. A, Reg.No.: 21BA002, Batch: 2021- 2023 for his course "MBA".

He will complete his internship under the direct supervision of Mr.Sankaradoss, Digital Marketing Manager of our organization.

His training timing will be from 10.00 am to 5.00pm, 5 days per week. Regularity is expected from this intern during his 2 months' tenure from 01st March 2023 to 30th April 2023 at this organization.

Thank you.

Yours faithfully,



**OFFER LETTER**

TO

**AKILA . B**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

|   |   |
|---|---|
| <b>TRAINING TASK</b>  | 2 LAKHS PREMIUM   |
| <b>TRAINING AREAS</b>   | INSURANCE BASIC TRAINING, KYC & AML                             |
| <b>TRAINING PERIOD</b>  | 60 DAYS   |
| <b>SKILLS</b>   | COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE |
| <b>STIPEND</b>  | RS. 15,000/-  |
| <i>*Stipend is subject to change based on the achievement of task</i> |   |

The above-mentioned task different from candidate's knowledge and skills, we expect minimum guaranteed business in the training period

On successful completion of your training period, you will be promoted as **BUSINESS DEVELOPEMENT OFFICER** in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
2. Constant Career growth will be provided
3. Based on Performance you will eligible for Quarterly & Annual Bonus
4. Every Month you will get some reward and recognition

**Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day (10 - 6)
- Based on the skill and knowledge will provide work from home
- 1<sup>ST</sup> & 3<sup>RD</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

**OFFER LETTER**

TO

**AMITHA . R**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

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The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

Dear Mr /Ms / Mrs. R. ANITHA Dept MBA

We have pleasure to appoint you as a 'Senior Associate Trainer' in Grade I with effective from June-2023. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a Senior Associate Trainer (Accent Training) for the basic gross salary of Rs. 12,000/- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance (At the time of appraisal).

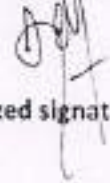
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We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us. Once the exams get over, do report to our nearest branch to know the training details.

Place: Coimbatore  
Date:

For AB Academy- The English Council

  
Authorized signatory [H.R.]

Signature of the candidate



**SURETI INSURANCE  
MARKETING PVT.LTD**

To

19<sup>th</sup> JAN 2023,

**THE PLACEMENT HEAD,**

**NANDHA ENGINEERING COLLEGE- ERODE**

Sub: Offer Letter –Reg:

This is with reference to your application for employment with SURETI Insurance Marketing Pvt Ltd as 'Business Development Officer' and subsequent discussions and interviews had with us at your college campus.

We congratulate all of your selected students for having been successfully made it through the selection process. We are pleased to extend the offer of employment with SURETI Insurance Marketing Pvt Ltd as 'Business Development Officer' on agreed terms and conditions for the below mentioned list of students who got selected during the campus drive held on FY 22-23.

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

A BUSINESS DEVELOPMENT OFFICER (BDO/SBDO/BI) will be eligible for,

1. Fixed Salary. (3 LAKHS P.A INCL. BONUSES)
2. Quarterly Productivity Bonus.
3. Annual Productivity Bonus.
4. Self-Sourced business pay-out.

During the training we train you on Learning Corporate work culture and Skills Development

|                             |   |   |
|-----------------------------|---|---|
| A) Training Functional Area | : | HR/Finance/Operations/Sales & Marketing.  |
| B) Training Period          | : | 60 days.  |
| C) Training                 | : | IC 38 for IRDA Licensing exam, Insurance basics, Our Company Products, KYC & AML, Sales & Marketing activities. |
| D) Developing Skills        | : | Communication, Interpersonal skills, Corporate Working Culture.   |
| E) Stipend                  | : | Rs. 15,000/- (only on achievement task)   |

This is to inform that the following students got selected

| S NO | NAME               | DEPARTMENT |
|------|--------------------|------------|
| 1    | SUGUMAR R          | MBA        |
| 2    | DINESHKUMAAR D     | MBA        |
| 3    | TARUNVIGNESWARAN M | MBA        |
| 4    | INDHUJA S          | MBA        |
| 5    | SARASWATHI E       | MBA        |
| 6    | AKILA B            | MBA        |
| 7    | SIVARAM KRISHNAN S | MBA        |
| 8    | ELAKEYA M          | MBA        |
| 9    | AMITHA R           | MBA        |
| 10   | JEEVITHA P         | MBA        |
| 11   | SITHESHWARAN I     | MBA        |
| 12   | RAMYA M            | MBA        |
| 13   | NAVEEN KUMAR S     | MBA        |
| 14   | DHANESH T          | MBA        |
| 15   | THARANI V          | MBA        |
| 16   | RAMACHANDRA S      | MBA        |
| 17   | JAYASURYA R        | MBA        |
| 18   | MADHU BALAN V      | MBA        |
| 19   | JOHN VARGHESE      | MBA        |
| 20   | AKASH RAJU A       | MBA        |
| 21   | BRINDHA S          | MBA        |
| 22   | BHUVANESHWARI S    | MBA        |

*M. S. S. S.*  
SENIOR BRANCH HEAD,  
SURETI IMF PVT LTD  
COIMBATORE,  
PH: 8668014272



OFFICIAL SEAL



**OFFER LETTER**

TO

**DHANESH T**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

|   |   |
|---|---|
| <b>TRAINING TASK</b>  | 2 LAKHS PREMIUM   |
| <b>TRAINING AREAS</b>   | INSURANCE BASIC TRAINING, KYC & AML                             |
| <b>TRAINING PERIOD</b>  | 60 DAYS   |
| <b>SKILLS</b>   | COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE |
| <b>STIPEND</b>  | RS. 15,000/-  |
| <i>*Stipend is subject to change based on the achievement of task</i> |   |

The above-mentioned task different from candidate's knowledge and skills, we expect minimum guaranteed business in the training period.

On successful completion of your training period, you will be promoted as **BUSINESS DEVELOPEMENT OFFICER** in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
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**Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day: (10 - 6)
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The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.



gboxz Family - INTURN 2024 - Curtain Raiser Session General Public



Nandakumar S

Thu, Feb 10, 3:26 PM (3 days ago)

Dear Mr. Sivaraman,

In the spirit of Inturn 2024, and the successful turn of interactions that have occurred between us, we are very excited to announce that the INTURN 2024 curtain raiser session is commencing on the 13th of February 2023. Set a day and the participants from your institution for this session would be the ones enlisted from the telephonic interview mentioned in the previous mail and attached below.

| Name          | Mobile No  | Email Id                     |
|---------------|------------|------------------------------|
| T. Dhanesh    | 9655997394 | tdhanesh0511@gmail.com       |
| Jeya Shri J.  | 9597719175 | jeyashri022@gmail.com        |
| Prathiba M.   | 8531961481 | prathiprathiba@gmail.com     |
| SANGVI P.     | 8383482503 | svprathiba@gmail.com         |
| NANDHAKUMAR H | 7639965453 | nandhakumar001@gmail.com     |
| ANVISHA PRIYA | 9844915749 | anvishapriya112001@gmail.com |
| Nandhakumar T | 7373945706 | nandhakumar3573@gmail.com    |
| Sabarna M     | 8637498975 | msabarna2019@gmail.com       |

Live Internship with 30,000 /- Stipend

Join with a CTC of..

25 Lakhs Per Annum!



VSS



Date: 17.11.2022

Name: Mr Dinesh Kumar D

**Subject: Offer Letter**

Dear Mr Dinesh Kumar D

As per our discussion, we are pleased to offer you the position of "Service Provider Associates" As discussed, the broad terms of this letter of employment offer are set out hereinafter;

- Your employment shall begin from the date of your reporting at the premises of our esteemed Organization "Venus Starch Suppliers" located at Erode.
- You are requested to report for work at your place of working Erode, on dated 21.11.22
- Your employment with company shall come to an end either upon completion of Fixed Term or on the date when Company's services agreement with its said business client coming to an end whichever is earlier.
- For all reasons you will be deemed an employee of Venus Starch Suppliers.
- The formal letter of Appointment will be issued immediately after you join the Company.
- You are requested to submit the following documents prior to or at the time of your joining:
  - KYC Documents – Copy of Aadhaar card, PAN card, Passport size photograph
  - Educational documents – Copy of 10<sup>th</sup>, 12<sup>th</sup> & Graduation Mark sheet
  - Experience documents – Copy of Experience proof
  - Cancel Cheque Copy or Bank Statement (Existing Saving Bank Account, if any)
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time.
- You are requested to refer page no. 3 of this letter for work related guidelines.
- Your annual compensation package shall be as per enclosed annexure.

**OFFER LETTER**

TO

**DINESH KUMAR. D**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

|   |   |
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- 1<sup>ST</sup> & 3<sup>RD</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.



**OFFER LETTER**

TO

ELAKEYA M

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

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# AB ACADEMY'S<sup>®</sup> THE ENGLISH COUNCIL<sup>®</sup>

(FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr/Ms/Mrs. Gowtham Rajan • Dept MBA

We have pleasure to appoint you as a 'Faculty' in Grade I with effective from June 2013. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

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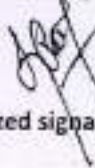
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Place : Coimbatore

Date :

For AB Academy- The English Council

  
Authorized signatory [H.R ]

Signature of the Candidate

# AB ACADEMY'S<sup>®</sup> THE ENGLISH COUNCIL<sup>®</sup> (FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr /Ms / Mrs. A. GUNASREE Dept MBA

We have pleasure to appoint you as a 'Trainee Team Leader' with effective from June 2023. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a Trainee Team Leader (Operations / Academics ) for the basic gross salary of Rs. 15000/- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance (At the time of appraisal).

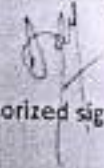
You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a Relationship Officer. Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a Team leader for handling operations and academics. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the organization.

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us. Once the exams get over, do report to our nearest branch to know the training details.

Place: Coimbatore  
Date:

For AB Academy- The English Council

  
Authorized signatory [H.R ]

Signature of the candidate

Ring:  
9842629024,  
9894075143

Email:  
aebbaacademy@yahoo.in  
theenglishcouncil@yahoo.com  
www.abacademy.org.in

Address:  
No.50, Ramalaxmi nagar, Laxmipuram,  
Kamarajar road, Peelamedu (po), Coimbatore-4

15  
10 Mar 2023**Interim Offer Letter**

Dear Gunasree Gananadhan,

It is our pleasure to inform that you have been selected for an offer with **Zalaris HR Services India Pvt. Ltd.** as "**Junior Payroll Specialist**".

Your annual CTC is **Rs.3,50,000**. Your compensation package is detailed in the Annexure to this Offer Letter. The annual CTC will be revised to **Rs.4,50,000** post the successful completion of 12 months service in Zalaris.

You are asked to report for duty on **29 June 2023**, at 10:30 AM failing which your offer will be deemed null and void:

Kindly sign and return a copy of this letter or e-acknowledgement.

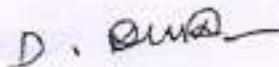
The provided interim offer letter is subject to be cancelled for below reasons,

- If you are not joining within the date of joining mentioned.
- Found any of information including education, competence shown during interview are not true as part of BGV and reference check.
- Failed to complete the post-graduation program.

Wish you the very best! We count on you to take Zalaris to greater heights!

For Zalaris HR Services India Pvt Ltd.

Yours faithfully



**Karthikeyan Durai**  
HR Manager

**Annexure:**

Zalaris HR Services India Pvt  
Ltd  
CIN: U72200TN2010PTC075391  
Account: 4312880015  
Swift: KKBKINBSCPC  
IFSC: KKBK0000467

2nd Floor Block B  
Global Infocity  
#40, Dr MGR  
Salsi, Kandanchavadi,  
Perungudi  
Chennai - 600 096,  
Tamil Nadu India

t: +91 44 4681 4300

www.zalaris.com  
info@zalaris.com

OFFER LETTER

TO

INDHUJA SARAYANAN

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

|                 |   |
|-----------------|---|
| TRAINING TASK   | 2 LAKHS PREMIUM   |
| TRAINING AREAS  | INSURANCE BASIC TRAINING, KYC & AML                             |
| TRAINING PERIOD | 60 DAYS   |
| SKILLS          | COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE |
| STIPEND         | RS. 15,000/-  |

*\*Stipend is subject to change based on the achievement of task*

The above-mentioned task different from candidate's knowledge and skills, we expect minimum guaranteed business in the training period.

On successful completion of your training period, you will be promoted as **BUSINESS DEVELOPEMENT OFFICER** in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
2. Constant Career growth will be provided
3. Based on Performance you will eligible for Quarterly & Annual Bonus
4. Every Month you will get some reward and recognition

**Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day: (10 - 6)
- Based on the skill and knowledge will provide work from home
- 1<sup>st</sup> & 3<sup>rd</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

03-02-2023

## Offer Letter

Dear **Ms.Indhuja Saravanan**,

Congratulations!

❖ This is in connection with the personal interview you had on 3rd Feb 2023, we are pleased to inform you that have been selected and has been offered a position as **HR Assistant** in our **Seyyon Hitech Polyfabs Private Limited**.

We are delighted to make you the following job offer;

❖ Your Monthly salary and other benefits applicable as per the company's Policies in-force as per the annexure -1.

❖ This position reporting to **Mrs. Niranjana Devi - Manager- HR & Admin.,**

❖ While joining you must submit the following documents.

- Updated resume.
- Evidence of Educational qualifications (Xerox - 2 No's).
- Previous Employment details - Experience certificate, Reliving order, No dues certificate. (If any)
- Recently taken passport size photo (4 No's).
- ID proof - AADHAR Card, PAN Card (Xerox - 2 No's).
- Address proof - Voter ID, Ration card (Xerox - 2 No's).
- Bank Account details - Passbook front page (or) cancelled cheque leaf (Xerox - 2 No's).

Acknowledge this copy of offer letter and confirm through mail. At the time date of joining the hard copy of this letter can be obtained.

We are confident that you will be able to make a significant contribution to the success of **M/s.Seyyon Hitech Polyfabs Private Limited** and look forward to working with you.

Sincerely,

*(Signature)*

Managing Director

Accepted by,

*(Signature)*

**Seyyon Hitech Poly Fabs Private Limited**

Registered Office : 114/A, Periyar Nagar, Erode - 638 001, Tamilnadu.

Mfg. Unit - I : S.F.No. 47/1B, Gangapuram Village, Chithode, Erode - 638102 TN. Mfg. Unit - II : S.F.No. 39/37B, Gangapuram Village, Chithode, Erode - 638102 TN.

E-mail : info@seyyon.in | Call : +91 73738 77095, +91 73738 77022 | GST IN : 33AARCS8918B1Z5

www.seyyon.in



Name: Mr J Jayasurya

Subject: Offer Letter

Dear Mr J Jayasurya

As per our discussion, we are pleased to offer you the position of "Service Provider Associates" As discussed, the broad terms of this letter of employment offer are set out hereinafter;

- Your employment shall begin from the date of your reporting at the premises of our esteemed Organization "Venus Starch Suppliers" located at Erode.
- You are requested to report for work at your place of working Erode, on dated 21.11.22
- Your employment with company shall come to an end either upon completion of Fixed Term or on the date when Company's services agreement with its said business client coming to an end whichever is earlier.
- For all reasons you will be deemed an employee of Venus Starch Suppliers.
- The formal letter of Appointment will be issued immediately after you join the Company.
- You are requested to submit the following documents prior to or at the time of your joining:
  - KYC Documents – Copy of Aadhaar card, PAN card, Passport size photograph
  - Educational documents – Copy of 10<sup>th</sup>, 12<sup>th</sup> & Graduation Mark sheet
  - Experience documents – Copy of Experience proof
  - Cancel Cheque Copy or Bank Statement (Existing Saving Bank Account, if any)
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time.
- You are requested to refer page no. 3 of this letter for work related guidelines.
- Your annual compensation package shall be as per enclosed annexure.

**OFFER LETTER**

TO

JAYASURYA · R

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

|   |   |
|---|---|
| <b>TRAINING TASK</b>  | 2 LAKHS PREMIUM   |
| <b>TRAINING AREAS</b>   | INSURANCE BASIC TRAINING, KYC & AML                             |
| <b>TRAINING PERIOD</b>  | 60 DAYS   |
| <b>SKILLS</b>   | COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE |
| <b>STIPEND</b>  | RS. 15,000/-  |
| <i>*Stipend is subject to change based on the achievement of task</i> |   |

The above-mentioned task different from candidate's knowledge and skills, we expect minimum guaranteed business in the training period.

On successful completion of your training period, you will be promoted as **BUSINESS DEVELOPEMENT OFFICER** in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
2. Constant Career growth will be provided
3. Based on Performance you will eligible for Quarterly & Annual Bonus
4. Every Month you will get some reward and recognition

**Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day: (10 - 6)
- Based on the skill and knowledge will provide work from home
- 1<sup>ST</sup> & 3<sup>RD</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.



**OFFER LETTER**

TO

**JEEVITHA · P**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

|   |   |
|---|---|
| <b>TRAINING TASK</b>  | 2 LAKHS PREMIUM   |
| <b>TRAINING AREAS</b>   | INSURANCE BASIC TRAINING, KYC & AML                             |
| <b>TRAINING PERIOD</b>  | 60 DAYS   |
| <b>SKILLS</b>   | COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE |
| <b>STIPEND</b>  | RS. 15,000/-  |
| <i>*Stipend is subject to change based on the achievement of task</i> |   |

The above-mentioned task different from candidate's knowledge and skills, we expect minimum guaranteed business in the training period.

On successful completion of your training period, you will be promoted as **BUSINESS DEVELOPMENT OFFICER** in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
2. Constant Career growth will be provided
3. Based on Performance you will eligible for Quarterly & Annual Bonus
4. Every Month you will get some reward and recognition

**Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day: (10 - 6)
- Based on the skill and knowledge will provide work from home
- 1<sup>ST</sup> & 3<sup>RD</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

OFFER LETTER

TO

JOHN VARGHESE

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

|   |   |
|---|---|
| TRAINING TASK   | 2 LAKHS PREMIUM   |
| TRAINING AREAS  | INSURANCE BASIC TRAINING, KYC & AML                             |
| TRAINING PERIOD   | 60 DAYS   |
| SKILLS  | COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE |
| STIPEND   | RS. 15,000/-  |
| <i>*Stipend is subject to change based on the achievement of task</i> |   |

The above-mentioned task different from candidate's knowledge and skills, we expect minimum guaranteed business in the training period.

On successful completion of your training period, you will be promoted as **BUSINESS DEVELOPEMENT OFFICER** in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
2. Constant Career growth will be provided
3. Based on Performance you will eligible for Quarterly & Annual Bonus
4. Every Month you will get some reward and recognition

**Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day: (10 - 6)
- Based on the skill and knowledge will provide work from home
- 1<sup>st</sup> & 3<sup>rd</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order



**Institute of Language Management**  
**Bangalore**

Campus Recruitment  
2023 - 2024

### List of Selected Candidates

| Sl No | Ref Code             | Name of the Candidate     |
|-------|----------------------|---------------------------|
| 1     | ILM/CI/2023-2024/780 | Sri Kanth M               |
| 2     | ILM/CI/2023-2024/781 | Manoj Kumar M             |
| 3     | ILM/CI/2023-2024/782 | Maha Sakthivel A          |
| 4     | ILM/CI/2023-2024/783 | Abdul Razzak R            |
| 5     | ILM/CI/2023-2024/784 | Dhatchayan G              |
| 6     | ILM/CI/2023-2024/785 | Dharanya S                |
| 7     | ILM/CI/2023-2024/786 | Narmatha GU               |
| 8     | ILM/CI/2023-2024/787 | Sathya Sree S             |
| 9     | ILM/CI/2023-2024/788 | S M Amrin Shifana         |
| 10    | ILM/CI/2023-2024/789 | Gokulakrishnan R          |
| 11    | ILM/CI/2023-2024/790 | Salma Ruwaidha Farhat M F |
| 12    | ILM/CI/2023-2024/791 | R Sushil Kumar Yadav      |
| 13    | ILM/CI/2023-2024/792 | Elamparithi K             |
| 14    | ILM/CI/2023-2024/793 | Tamilarasu J              |
| 15    | ILM/CI/2023-2024/794 | Kiruthika G               |
| 16    | ILM/CI/2023-2024/795 | Karishma B                |
| 17    | ILM/CI/2023-2024/796 | Pooja D S                 |
| 18    | ILM/CI/2023-2024/797 | Shri Vaishali D J         |
| 19    | ILM/CI/2023-2024/798 | Sulthaanaa S              |
| 20    | ILM/CI/2023-2024/799 | Logeshwaran T             |
| 21    | ILM/CI/2023-2024/800 | Mohamed Ashiq S           |
| 22    | ILM/CI/2023-2024/801 | Boopathi Raja V           |
| 23    | ILM/CI/2023-2024/802 | Ashok Kumar E             |
| 24    | ILM/CI/2023-2024/803 | Ashik B                   |

Institute of Language Management (P) Ltd  
#48/49/50, 'Ashok Plaza', 3rd Floor, Gandhi Bazaar Main Road, Basavanagudi, Bangalore,  
Karnataka, India - 560 004.  
Phone: +91 80-26606816, 26606846, 42181313.  
Web: www.ilmindia.com  
E-mail: hrd@ilmindia.com  
CIN: - U22110KA2002PTC031097

24



# AB ACADEMY'S<sup>®</sup> THE ENGLISH COUNCIL<sup>®</sup> (FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr /Ms / Mrs. G. LOGESHWARAN Dept MBA

We have pleasure to appoint you as a 'Senior Associate Trainer' in Grade I with effective from June-2023. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a Senior Associate Trainer (Accent Training) for the basic gross salary of Rs. 12,000/- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance (At the time of appraisal).

You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a Trainee Team Leader . Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the organization.

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us. Once the exams get over, do report to our nearest branch to know the training details.

Place: Coimbatore  
Date:

For AB Academy- The English Council

  
Authorized signatory [H.R.]

Signature of the candidate

Ring:  
9842629024  
9894075143

Email:  
aeebaacademy@yahoo.in  
theenglishcouncil@yahoo.com  
www.abacademy.org.in

Address:  
No.30, Ramalaxmi nagar, Laxmipuram,  
Kamarajar road, Peelamedu (po), Coimbatore-4



OFFER LETTER

TO

MADHUBALAN - V

We are happy to welcome you on board as BUSINESS DEVELOPEMENT OFFICER in our company. During the training period you will be working as SALES OFFICER, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

|   |   |
|---|---|
| TRAINING TASK   | 2 LAKHS PREMIUM   |
| TRAINING AREAS  | INSURANCE BASIC TRAINING, KYC & AML                             |
| TRAINING PERIOD   | 60 DAYS   |
| SKILLS  | COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE |
| STIPEND   | RS. 15,000/-  |
| <i>*Stipend is subject to change based on the achievement of task</i> |   |

The above-mentioned task different from candidate's knowledge and skills, we expect minimum guaranteed business in the training period.

On successful completion of your training period, you will be promoted as BUSINESS DEVELOPEMENT OFFICER in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
2. Constant Career growth will be provided
3. Based on Performance you will eligible for Quarterly & Annual Bonus
4. Every Month you will get some reward and recognition

**Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day: (10 - 6)
- Based on the skill and knowledge will provide work from home
- 1<sup>ST</sup> & 3<sup>rd</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the ANNEXURE - I. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.





**OFFER LETTER**

TO

**NAVEEN KUMAR . S**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

Your training will start on (date) and the process is as follows:

|   |   |
|---|---|
| TRAINING TASK   | 2 LAKHS PREMIUM   |
| TRAINING AREAS  | INSURANCE BASIC TRAINING, KYC & AML                             |
| TRAINING PERIOD   | 60 DAYS   |
| SKILLS  | COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE |
| STIPEND   | RS. 15,000/-  |
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- 1<sup>ST</sup> & 3<sup>rd</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

Date : 30<sup>th</sup> August 2022

Dear Praveen Paul,

We are pleased to offer you an internship as a **HR Intern** at Arihant Maxsell Technologies Private Limited. Your internship will commence on 30<sup>th</sup> August 2022.

The terms and conditions of your internship with the company as set forth below:

1. Subject to your adherence of the terms and conditions contained herein, your project and responsibilities during the term will be determined by the supervisor assigned to you for the duration of the internship.
2. You are obliged to complete the certain task and duties assigned to you during your internship to the satisfaction of the company.
3. Your timings will be from 9:30am to 6:30pm, Monday to Saturday. Please be sure to bring the required document with you on your first day to complete your profile.
4. The internship cannot be constructed as an employment or offer of employment with our company.

Please confirm your acceptance of the terms of this offer by 29<sup>th</sup> August 2022 falling which, we have the right to cancel the internship. We look forward to having you on our team! If you have any queries, please feel free to reach out to us.

For M/S. Arihant Maxsell Technologies Private Limited

(Ms. Usha )  
(CEO)



**Institute of Language Management**  
**Bangalore**

**Campus Recruitment**  
**2023 - 2024**

|    |                      |                       |
|----|----------------------|-----------------------|
| 25 | ILM/CI/2023-2024/804 | Sudarsan Suresh       |
| 26 | ILM/CI/2023-2024/805 | Manikandan V          |
| 27 | ILM/CI/2023-2024/806 | L Gowtham             |
| 28 | ILM/CI/2023-2024/807 | Naveen Prasaad V      |
| 29 | ILM/CI/2023-2024/808 | Shalini K             |
| 30 | ILM/CI/2023-2024/809 | Diviya V              |
| 31 | ILM/CI/2023-2024/810 | Sabaritha S           |
| 32 | ILM/CI/2023-2024/811 | Samaliya              |
| 33 | ILM/CI/2023-2024/812 | Shabana M             |
| 34 | ILM/CI/2023-2024/813 | Umayhonee S           |
| 35 | ILM/CI/2023-2024/814 | Rajendra Prasad R     |
| 36 | ILM/CI/2023-2024/815 | Aveesha Shahani B     |
| 37 | ILM/CI/2023-2024/816 | Hasmath Farhana M I   |
| 38 | ILM/CI/2023-2024/817 | Rubesh Kanna R S      |
| 39 | ILM/CI/2023-2024/818 | Madhura Ganesh        |
| 40 | ILM/CI/2023-2024/819 | Ashmi Mohamed Rafik   |
| 41 | ILM/CI/2023-2024/820 | Johanna Raichel L     |
| 42 | ILM/CI/2023-2024/821 | Ravi Raj Kumar R      |
| 43 | ILM/CI/2023-2024/822 | Velayutham P          |
| 44 | ILM/CI/2023-2024/823 | Saminathan Ravi Kumar |

Name of the College: **Nandha Group of Institutions - Erode.**

Date of Interview: **14-02-2023**

Number of candidates selected: **44**

Signature of the HR:



**Institute of Language Management (P) Ltd**

#48/49/50, 'Ashok Plaza', 3rd Floor, Gandhi Bazaar Main Road, Basavanagudi, Bangalore,  
Karnataka, India - 560 004.

Phone: +91 80-26606816, 26606846, 42181313.

Web: [www.ilmindia.com](http://www.ilmindia.com)

E-mail: [hrd@ilmindia.com](mailto:hrd@ilmindia.com)

CIN: - U22110KA2002PTC031097



**OFFER LETTER**

TO

**RAMACHANDRA . S**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

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| <b>TRAINING TASK</b>  | 2 LAKHS PREMIUM   |
| <b>TRAINING AREAS</b>   | INSURANCE BASIC TRAINING, KYC & AML                             |
| <b>TRAINING PERIOD</b>  | 60 DAYS   |
| <b>SKILLS</b>   | COMMUNICATION, INTERPERSONAL SKILLS & CORPORATE WORKING CULTURE |
| <b>STIPEND</b>  | RS. 15,000/-  |
| <i>*Stipend is subject to change based on the achievement of task</i> |   |

The above-mentioned task different from candidate's knowledge and skills, we expect minimum guaranteed business in the training period.

On successful completion of your training period, you will be promoted as **BUSINESS DEVELOPMENT OFFICER** in our company. As a Business Development Officer, you will receive the following benefits:

1. Annual Pay Rs. 3,00,000/- (Fixed pay + bonus)
2. Constant Career growth will be provided
3. Based on Performance you will eligible for Quarterly & Annual Bonus
4. Every Month you will get some reward and recognition

**Further information about the work**

- You will be report to your senior development officer
- Working hours will be 8 hrs per day: (10 - 6)
- Based on the skill and knowledge will provide work from home
- 1<sup>st</sup> & 3<sup>rd</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

**OFFER LETTER**

TO  
**RAMYA . M**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

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## Appointment Order

Date of Join: 01/10/2022

Date of Birth: 15/06/1998

TO  
SANTHIYA.S  
3/509, AMBAL NAGAR, ATHIYUR, KUNNATHUR (POST), TIRUPPUR-638103.

Dear Sir,

Further considering your application, we are pleased to appoint you as HR.ASSISTENT in our factory with following terms & conditions

## I. Working Hours &amp; Weekly holidays will be as follows:

Working hour : 09:00 - 18:00

Weekly Off : Sunday

## II. National &amp; Festival holidays : 9 Days

01) As per Act 1981 your probation period is 3 months, subsequent of your service satisfaction you are treated as permanent employee.

02) As per Minimum Wages act 1936 your salary is Rs:0/ shift per month.

03) Your wages will be disbursed on every week end / monthly first week.

04) As per ACT 948 Overtime wages shall be provided @ Double premium.

05) Overtime is voluntarily. Workers willingness shall be obtained in earlier advance in this regard.

06) As per Act 1948 and rules 1952 subscription of PF, ESI shall be deducted in your salary.

07) As per Act 1965, the bonus amount Rs 8.33% shall be provided in every year.

08) As per Act 1972 gratuity shall be provided on completion of 5 years' service

09) Wages for National & Festival will be given along with the respective weekly / monthly wages

OFFER LETTER

TO

SARASWATHI . E

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

In order to work in insurance industry initial step would be clearance of Insurance basic Exam. For that Insurance Basic training you have to pay Rs. 600/- as cash or DD in favor of SURETI INSURANCE MARKETING PVT LTD payable @ COIMBATORE.

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On successful completion of your training period, you will be promoted as **BUSINESS DEVELOPEMENT OFFICER** in our company. As a Business Development Officer, you will receive the following benefits:

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**Further information about the work**

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- 1<sup>ST</sup> & 3<sup>RD</sup> Saturday will be holiday & Every Sunday will be holiday

The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

## OFFER LETTER

Date : 6/2/23

Qualification : MBA

Experience :  Fresher  0 - 6 months  6 - 12 months  
 12 - 24 months  24 - 36 months  36 months & above

Address / College : COIMBATORE

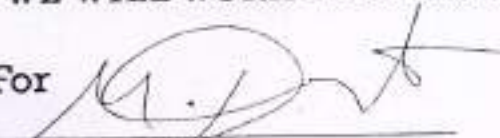
Dear E. SABASWATHI

We are pleased to offer you the Full Time Position of  
**TECH ENGG / SUPERVISOR / ADMIN / CRM / ASM / BH / BDE /  
APPRENTICE / SPECIAL ROLE** at 5K CAR CARE PVT LTD  
with the start date of 10/2/23. You will be reporting directly  
to Head Office at 5K CAR CARE. We believe your skills and  
experience is an excellent match for our company.

We are excited to have you join our team !

**WE WILL WORK TOGETHER ! GROW TOGETHER ! WIN TOGETHER !!**

For

  
5K CAR CARE

**5K வாங்க - ஒன்றுபடு ! உதவிடு ! உயர்ந்திடு ! "**

5K CAR CARE PVT. LTD  
COIMBATOR

For Recruitment : 7094483937, 709443782  
7094484592, 8012588204, 915005475

Share Your Resume : recruitment@5knetwork.





**SURAJ & CO**

**CORPORATE SOLUTION  
VIJAY ARCADE BUILDING , FIRST AND SECOND FLOOR,  
WILSON GARDEN , BANGALORE**

---

Dear **SATHYA NARAYANAN . N**

**Warm Greetings from Suraj & Co!!**

Congratulations!! You are been selected for the role of **RELATIONSHIP MANAGER** in **SURAJ & CO**

**Please find below the Offer details for your Employment with us.**

We expect a line of reply as your acceptance for this Job Offer in a mail from your Personal ID Only.

### **Offer Details**

**Date of Joining: 21<sup>TH</sup> SEPTEMBER 2022**

Dear **SATHYA NARAYANAN . N**

Based on the interactions that you had with our people, we trust that you have an appreciable understanding of our company and your proposed role.

**OFFER LETTER**

TO  
**SIVARAM KRISHNAN**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

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The terms and conditions of your appointment are provided in the **ANNEXURE - I**. You may return the duplicate of this letter duly signed as a token of your acceptance of the terms and conditions in this order.

**SHRI AJAY KNITTEX LLP UNIT-2**

S.F.No.739/1&2,Panickampalayam  
PERUNDURAI - 638 052  
Erode District  
GSTIN : 33ADSFS8669Q1Z1

Date 13/02/2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms.SNEHA R. REG No : 21BA052 a student of II MBA. Nandha Engineering College , Erode has been appointed for Welfare Officer and also we allowed to internship in our company from Febraury 2023.

  
Authorised signatory



**OFFER LETTER**

**TO**

**SUGUMAR. R**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

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**OFFER LETTER**

TO

**TARUNVIGNESHWARAN · M**

We are happy to welcome you on board as **BUSINESS DEVELOPEMENT OFFICER** in our company. During the training period you will be working as **SALES OFFICER**, and we will evaluate you on knowledge, skills, and attitude. We are very excited about the potential of you and your experience being brought to our table.

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# AB ACADEMY'S® THE ENGLISH COUNCIL®

(FOR SCHOOLS, COLLEGES & CORPORATES)



Dear Mr /Ms / Mrs. M. Jagan Vignatharan Dept MBA

We have pleasure to appoint you as a 'Senior Associate Trainer' in Grade I with effective from June 2005. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a Senior Associate Trainer (Accent Training) for the basic gross salary of Rs. 12000/- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance (At the time of appraisal).

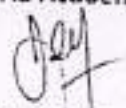
You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a Trainee Team Leader. Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the organization.

We value this letter as a symbol of a new relationship enveloped in hope and look forward to you having a long and happy career with us. Once the exams get over, do report to our nearest branch to know the training details.

Place: Coimbatore  
Date:

For AB Academy- The English Council

  
Authorized signatory [H.R.]

Signature of the candidate

Ring:  
9842629024  
9894075143

Email:  
aeebeeacademy@yahoo.in  
theenglishcouncil@yahoo.com  
www.abacademy.org.in

Address:  
No.30, Ramalaxmi nager, Laxmipuram,  
Hamarajar road, Peelamedu (po), Coimbatore



16-Mar-2023

Mr. Bharath P  
Nandha Engineering College

Dear Bharath,

**SUB: Our offer for the position of Trainee**

We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to **Rs.3.80 Lakhs Per Annum** that includes a one-time joining bonus of **Rs.20,000** which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspiresys.com](mailto:dinesh.kumaran@aspiresys.com)

I hereby accept the offer.

Signature :  
Name : Bharath P  
Date :





## Letter of Intent (LOI)

Superset ID: 3392842

Date: November 25, 2022

Dear Gowrisankar S,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,986/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct: You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/cognizant.com/Pages/Freqfaq.aspx>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



16-Mar-2023

Mr. Harish M  
Nandha Engineering College

Dear Harish,

**SUB: Our offer for the position of Trainee**

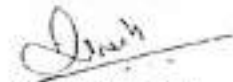
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You will be inducted as a "Trainee". Your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and you will be deputed to work from any of our offices in India. The salary during training will be Rs.15,000 per month which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your overall total Cost-to-Company (CTC) will be revised to Rs.3.80 Lakhs Per Annum that includes a one-time joining bonus of Rs.20,000 which will be paid on completion of six months of your service with us. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.

Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

For Aspire Systems (India) Private Limited



Dinesh Kumar T.K.  
Vice President  
[dinesh.kumarao@aspiresys.com](mailto:dinesh.kumarao@aspiresys.com)

I hereby accept the offer.

Signature : *H. Harish*  
Name : Harish M  
Date : 17.03.23



## Letter of Intent (LOI)

Superset ID: 3396316

Date: November 25, 2022

Dear logesh m,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractices in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-compliance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://csmqa2.cognizant.com/qa/Pass/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

**Maya Sreekumar**  
Vice President - Human Resources





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222858459/Chennai**  
**Date: 24/11/2022**

Mr. Raja A  
29/12 Kalyana Sundharam NagarVairapalayam,  
Water Office 4 Road,  
Erode-638003,  
Tamilnadu.  
Tel# -9578522875

Dear Raja A,

**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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

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**TCSL/DT20222858459**

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumbakonam Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021.  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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



amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmai Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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



HIS offers the following benefits:

### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

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

### Professional Memberships

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinginallur, Old Mahabalipuram, Chennai- 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Nival Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com





## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board /University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### 4. Working Hours

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

### 5. Mobility

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

### 6. Compensation Structure / Salary components

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

### 7. Increments and Promotions

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

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Overseas International Assignment Agreement**

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

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

#### **12. Terms and Conditions**

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



### **13. 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 an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

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

### **16. Pre-employment Medical Certificate**

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

### **17. Employment of Non Indian Citizens**

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

### **18. Background Check**

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



## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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



## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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

## 24. Data Privacy Clause:

(a) 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.



(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### 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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**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: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms





GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Raja A                            |
| Designation    | Assistant System Engineer-Trainee |
| Institute Name | Nandha Engineering College, Erode |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly       | Annual          |
|---------------------------------------|---------------|-----------------|
| <b>1) Fixed Compensation</b>          |               |                 |
| Basic Salary                          | 15,000        | 1,80,000        |
| Bouquet Of Benefits #                 | 8,785         | 1,05,420        |
| <b>2) Performance Pay**</b>           |               |                 |
| Monthly Performance Pay               | 1,700         | 20,400          |
| Quarterly Variable Allowance*         | 600           | 7,200           |
| <b>3) City Allowance</b>              | 200           | 2,400           |
| <b>4) Annual Components/Retirals</b>  |               |                 |
| Health Insurance***                   | NA            | 7,900           |
| Provident Fund                        | 1,800         | 21,600          |
| Gratuity                              | 721           | 8,658           |
| Total of Annual Components & Retirals | 2,522         | 38,158          |
| <b>TOTAL GROSS</b>                    | <b>28,807</b> | <b>3,53,578</b> |
| <b>Xplore/ Learning Incentive****</b> |               | Upto 60,000     |

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly      | Annual          |
|----------------------------------|--------------|-----------------|
| House Rent Allowance             | 6,000        | 72,000          |
| Leave Travel Assistance          | 1,250        | 15,000          |
| Food Card                        | 500          | 6,000           |
| Personal Allowance               | 1,035        | 12,420          |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>8,785</b> | <b>1,05,420</b> |



Annexure 2

|   |   |
|---|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Garima Park,IT/ITES SEZ,Plot # 41,<br/>Gandhinagar - 382007</p>   | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100,Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gawal Pahar, Gurgaon - 122003,<br/>Haryana</p>   | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th<br/>floor, Glaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 309,UP</p>                           |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -<br/>781006,Assam</p>   | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramguda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Bada Bangarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>   | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - 11F/12 ,New<br/>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br/>Auditorium,2nd Floor, Wanderers Building,Delta Park -<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark ,<br/>Kakkanad, Kerala 682042</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400606</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>  | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057,Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br/>Trivandrum - 695581, India</p>   |   |



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



**4. Prior knowledge**

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

**5. Use of third party material**

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

**6. Security policies and Guidelines.**

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

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

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

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



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

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





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222916034/Chennai**  
**Date: 24/11/2022**

Ms. Tharanisri Natarajan  
28/1, Thirumalai Nagar 1st Street,  
Nesavalar Colony,  
Tiruppur-641602,  
Tamil Nadu.  
Tel# -

Dear Tharanisri Natarajan,

**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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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 (detailed under Terms &

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**TCSL/DT20222916034**

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 66 16 2222 Fax: 91 44 66 16 2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1900 209 311 | Email: careers@tcs.com



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.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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

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### **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

TCS Careers ServiceLine: 1800 209 3311 Email: careers@tcs.com



amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholingisallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
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TCS Careers Service Line: 1800 209 1111 Email: careers@tcs.com



HIS offers the following benefits:

### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

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

### Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

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

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board /University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### **4. Working Hours**

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

### **5. Mobility**

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

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

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

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement**

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

#### **10. Service Agreement**

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

#### **11. Overseas International Assignment Agreement**

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

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

#### **12. Terms and Conditions**

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





### **13. 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 an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

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

### **16. Pre-employment Medical Certificate**

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

### **17. Employment of Non Indian Citizens**

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

### **18. Background Check**

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



## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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



## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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

## 24. Data Privacy Clause:

(a) 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.



(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**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 this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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



GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Tharanisri Natarajan              |
| Designation    | Assistant System Engineer-Trainee |
| Institute Name | Others                            |

Table 1: Compensation Details (All Components in INR)

| Component Category                    | Monthly | Annual      |
|---------------------------------------|---------|-------------|
| <b>1) Fixed Compensation</b>          |         |             |
| Basic Salary                          | 15,000  | 1,80,000    |
| Bouquet Of Benefits #                 | 8,785   | 1,05,420    |
| <b>2) Performance Pay**</b>           |         |             |
| Monthly Performance Pay               | 1,700   | 20,400      |
| Quarterly Variable Allowance*         | 600     | 7,200       |
| <b>3) City Allowance</b>              | 200     | 2,400       |
| <b>4) Annual Components/Retirals</b>  |         |             |
| Health Insurance***                   | NA      | 7,900       |
| Provident Fund                        | 1,800   | 21,600      |
| Gratuity                              | 721     | 8,658       |
| Total of Annual Components & Retirals | 2,522   | 38,158      |
| <b>TOTAL GROSS</b>                    | 28,807  | 3,53,578    |
| <b>Xplore/ Learning Incentive****</b> |         | Upto 60,000 |

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category               | Monthly | Annual   |
|----------------------------------|---------|----------|
| House Rent Allowance             | 6,000   | 72,000   |
| Leave Travel Assistance          | 1,250   | 15,000   |
| Food Card                        | 500     | 6,000    |
| Personal Allowance               | 1,035   | 12,420   |
| <b>GROSS BOUQUET OF BENEFITS</b> | 8,785   | 1,05,420 |



## Annexure 2

|   |   |
|---|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Garima Park,IT/ITES SEZ,Plot # 41,<br/>Gandhinagar - 382007</p>   | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100,Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br/>Haryana</p>  | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th<br/>floor, Galaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 309,UP</p>                          |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati -<br/>781006,Assam</p>   | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramguda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Bada Bongarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>   | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 18 building, 2nd Floor, Plot - IIF/12 ,New<br/>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br/>Auditorium,2nd Floor, Wanderers Building,Delta Park -<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark ,<br/>Kakkanad, Kerala 682042</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400606</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>  | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057,Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br/>Trivandrum - 695581, India</p>   |   |



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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





## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



**4. Prior knowledge**

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

**5. Use of third party material**

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

**6. Security policies and Guidelines.**

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

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client 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.

(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 this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

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

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

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



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

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



Dec-2022

Ms. VARSHINI K  
27,Patel street  
Sivagiri,  
Erode - 638109

Dear Varshini,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 5/- Lakhs per annum (Rupees Five Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be Rs.5/- Lakhs per annum (Rupees Five Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1.



### **Confidentiality and Non Disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

### **Conflict of Interest Guidelines,**

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

### **Roles and Responsibilities**

The roles, responsibilities and duties appropriate to your designation or 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 its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

### **Working Hours**

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.



#### **Leave Eligibility:**

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

#### **Health Insurance**

The Company will insure you and your declared dependents (Parents, Spouse and 2 Children) a sum assured of Rs.3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

#### **Termination & Recovery**

- i. The Company may terminate this contract and the Employee's employment at any time.
- ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of Internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.
- iv. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.
- v. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.





- vi. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.
- vii. In case wherein the employee resigns they will have to pay for any certification cost paid by the company.
- viii. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.
- ix. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

#### **Non – Competition**

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

#### **Notice Period**

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

#### **Pre-Employment Screening:**

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that



misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

**Professional Ethics:**

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



**Dispute**

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

**Declaration**

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 22nd Dec 2022.

Sincerely,

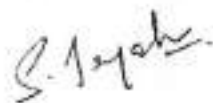
A handwritten signature in black ink, appearing to read "S. Jeyasree", written in a cursive style.

---

Jeyasree Sankaran  
Human Resources

| A – Base Component              | Monthly (Rs.) | Annual (Rs.)  |
|---------------------------------|---------------|---------------|
| Basic                           | 15000         | 180000        |
| HRA                             | 7500          | 90000         |
| <b>Total of A</b>               | <b>22500</b>  | <b>270000</b> |
| <b>B – Basket of Allowances</b> |               |               |
| Medical Allowances              | 1250          | 15000         |
| LTA                             | 1300          | 15600         |
| Conveyance                      | 1600          | 19200         |
| Special Allowance               | 4883          | 58600         |
| <b>Total of B</b>               | <b>9033</b>   | <b>108400</b> |
| <b>C- Retirals</b>              |               |               |
| Provident Fund                  | 1800          | 21600         |
| <b>Total of C</b>               | <b>1800</b>   | <b>21600</b>  |
| <b>Total (A+B+C)</b>            | <b>33333</b>  | <b>400000</b> |
| <b>D - Benefits</b>             |               |               |
| Benefits                        | 8333          | 100000        |
| <b>Total of D</b>               | <b>8333</b>   | <b>100000</b> |
| <b>Total (A+B+C+D)</b>          | <b>41666</b>  | <b>500000</b> |

For AVA SOFTWARE Pvt. Ltd.,



\_\_\_\_\_  
**Jeyasree Sankaran**  
 Human Resources

To AVA SOFTWARE Pvt. Ltd.,

\_\_\_\_\_  
**VARSHINI K**  
 Trainee Engineer



## Letter of Intent (LOI)

Superset ID: 3381451

Date: November 25, 2022

Dear Varshini K,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successful completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/raise-a-query/>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





Ref Code: ILM/CI/2023-2024/806

ILM'S Educate India Internship  
(IEII)  
OFFER LETTER

To,  
Mr. B ASHIK

Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty - Communicative English" under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2023-2024/806

**b) Academic and Career Growth:**

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

### Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



Ref Code: ILM/CI/2023-2024/806

### Financial Growth

#### Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

#### Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.





Ref Code: ILM/CI/2023-2024/806

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

### Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10<sup>th</sup> standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.



Ref Code: ILM / CI / 2023-2024 / 806

You are required to send us your acceptance letter of the above terms and conditions on or before 31-03-2023 along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our HR-Dept on 080 - 42181313 / 26606816 / 26606846.

Note: Even though the last date for acceptance is set as 31-03-2023, you are advised to send your acceptance letter as soon as possible. ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.

With Best Wishes

Ghouse Pasha  
HRD - Recruitment and Operations



Ref Code: ILM/CI/2023-2024/806

| Annexure - 1  |          |                                       |          |
|---|----------|---------------------------------------|----------|
| CTC Breakup Per Month   |          |                                       |          |
| CTC   | ₹ 21,000 |                                       |          |
|   |          | <b>Deductions</b>                     |          |
|   |          | Professional Tax                      | ₹ 200    |
|   |          | ESI Contribution                      | ₹ 130    |
|   |          | PF Contribution (Savings)             | ₹ 1,800  |
|   |          |                                       |          |
| <b>Breakup of the Compensation</b>  |          |                                       |          |
| Basic + VDA   | ₹ 16,261 |                                       |          |
| Special Allowance   | ₹ 946    |                                       |          |
| Performance Based Incentives *  | ₹ 0      |                                       |          |
| Gross Earnings (1)  | ₹ 17,207 |                                       |          |
|   |          | <b>ILM's Contribution</b>             |          |
|   |          | ESI Contribution                      | ₹ 560    |
|   |          | PF Contribution (Savings)             | ₹ 1,800  |
|   |          | Bonus (will be paid in / after April) | ₹ 1,433  |
|   |          | Total (2)                             | ₹ 3,793  |
| Take Home   | ₹ 15,077 | Total CTC (1) + (2)                   | ₹ 21,000 |
| <b>Note:</b>  |          |                                       |          |
| 1. You will be provided free standard outstation accommodation at your place of posting.  |          |                                       |          |
| 2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).  |          |                                       |          |
| 3. * Performance Based Incentives - Variable component based on your performance.<br>(Between ₹ 500/- & ₹ 2000/- per month)   |          |                                       |          |
| 4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month) |          |                                       |          |

ILM/F/023/1.0







**Annexure – 3  
Medical Certificate**

Format No: ILM/F/027/1.0  
DATE : 31.10.2014  
PAGE : 1 of 1

**INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,**  
CIN: U22110KA2002PTC031097  
**CERTIFICATE OF MEDICAL FITNESS**  
(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: \_\_\_\_\_  
(In Block Letters)

Father's Name: \_\_\_\_\_

Blood group/Anemic (Blood Count): \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Vision: L: \_\_\_\_\_ R: \_\_\_\_\_

Colour Vision: \_\_\_\_\_

Hearing: \_\_\_\_\_

Hernia/Hydrocele/Piles: \_\_\_\_\_

Any other disease diagnosed in past: \_\_\_\_\_

Allergies, if any \_\_\_\_\_

List of prescribed medication, if any .....

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Any other Remarks: \_\_\_\_\_

I certify that I have carefully examined of Mr. / Ms. \_\_\_\_\_  
son/daughter of Mr. \_\_\_\_\_ who has signed in my  
presence. He/she has no mental and physical disease and is FIT.

Signature of the candidate

Station: \_\_\_\_\_

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

Signature of the Medical Officer

with legible seal.

**Letter of Acceptance**  
**To be sent by Registered Post Only**

From,

Date:



Pin code:

Ref Code: ILM / CI / 2023 - 2024 / \_\_\_\_\_

To,  
The Director  
Institute of Language Management (P) Ltd.,  
# 48, 49, 50, III Floor, "Ashok Plaza",  
Gandhi Bazaar Main Road,  
Basavanagudi, Bangalore - 560 004.

Respected Sir,

**Sub: Letter of Acceptance.**

**Ref: Your offer letter with Ref code ILM / CI / 2023 - 2024 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of Professional Faculty - Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

**I am enclosing the following Documents:**

| Documents  | Yes | No |
|--|-----|----|
| 1. Your recent passport size photograph (2 nos). |     |    |
| 2. Aadhaar Card copy.                            |     |    |
| 3. Verification Form (Annexure-2).               |     |    |
| 4. Medical Certificate (Annexure-3).             |     |    |
| 5. PAN card copy                                 |     |    |
| 6. Covid Fully Vaccination Certificate           |     |    |

Yours faithfully,

Signature of the Applicant

**ILM/F/020/1.0**



Ref Code: ILM/CI/2023-2024/806

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
Mr. L Gowtham

Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty - Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.





Ref Code: ILM/CI/2023-2024/806

**b) Academic and Career Growth:**

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

### Personal Growth

**We train you in life skills and not just for a job.** One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



Ref Code: ILM/CI/2023-2024/806

## Financial Growth

### Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

### Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.



*Ref Code: ILM/CI/2023-2024/806*

2. **Additional Mandatory Incentives:** If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

### **Our Requirements**

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10<sup>th</sup> standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. **After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.**



*Ref Code: ILM/CI/2023-2024/806*

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846**.

**Note:** Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

**Ghouse Pasha**  
**HRD - Recruitment and Operations**



Ref Code: ILM/CI/2023-2024/806

| Annexure - 1  |          |                                       |          |
|---|----------|---------------------------------------|----------|
| CTC Breakup Per Month   |          |                                       |          |
| CTC   | ₹ 21,000 |                                       |          |
| <b>Breakup of the Compensation</b>  |          | <b>Deductions</b>                     |          |
| Basic + VDA   | ₹ 16,261 | Professional Tax                      | ₹ 200    |
| Special Allowance   | ₹ 946    | ESI Contribution                      | ₹ 130    |
| Performance Based Incentives *  | ₹ 0      | PF Contribution (Savings)             | ₹ 1,800  |
| Gross Earnings (1)  | ₹ 17,207 | <b>ILM's Contribution</b>             |          |
|   |          | ESI Contribution                      | ₹ 560    |
|   |          | PF Contribution (Savings)             | ₹ 1,800  |
|   |          | Bonus (will be paid in / after April) | ₹ 1,433  |
|   |          | Total (2)                             | ₹ 3,793  |
| Take Home   | ₹ 15,077 | Total CTC (1) + (2)                   | ₹ 21,000 |
| <b>Note:</b>  |          |                                       |          |
| 1. You will be provided free standard outstation accommodation at your place of posting.  |          |                                       |          |
| 2. Travelling allowance will be paid wherever applicable as per ILM's policy. (At the place of posting).  |          |                                       |          |
| 3. * Performance Based Incentives - Variable component based on your performance.<br>(Between ₹ 500/- & ₹ 2000/- per month)   |          |                                       |          |
| 4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM's notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month) |          |                                       |          |

ILM/F/023/1.0

ILM/CI/EML/23-24/003/1.1

Page 6 of 6

# 48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.  
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com







**Annexure – 3  
Medical Certificate**

Format No: ILM/F/027/1.0  
DATE : 31.10.2014  
PAGE : 1 of 1

**INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,**  
CIN: U22110KA2002PTC031097  
**CERTIFICATE OF MEDICAL FITNESS**  
(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: \_\_\_\_\_  
(In Block Letters)

Father's Name: \_\_\_\_\_

Blood group/Anemic (Blood Count): \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Vision: L: \_\_\_\_\_ R: \_\_\_\_\_

Colour Vision: \_\_\_\_\_

Hearing: \_\_\_\_\_

Hernia/Hydrocele/Piles: \_\_\_\_\_

Any other disease diagnosed in past: \_\_\_\_\_

Allergies, if any \_\_\_\_\_

List of prescribed medication, if any.....

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Any other Remarks: \_\_\_\_\_

I certify that I have carefully examined of Mr. / Ms. \_\_\_\_\_  
son/daughter of Mr. \_\_\_\_\_ who has signed in my  
presence. He/she has no mental and physical disease and is FIT.

Signature of the candidate

Station: \_\_\_\_\_

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

Signature of the Medical Officer

with legible seal.



**Letter of Acceptance**  
**To be sent by Registered Post Only**

From,

Date:



Pin code:

Ref Code: ILM / CI / 2023 - 2024 / \_\_\_\_\_

To,  
The Director  
Institute of Language Management (P) Ltd.,  
# 48, 49, 50, III Floor, "Ashok Plaza",  
Gandhi Bazaar Main Road,  
Basavanagudi, Bangalore - 560 004.

Respected Sir,

**Sub: Letter of Acceptance.**

**Ref: Your offer letter with Ref code ILM / CI / 2023 - 2024 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of Professional Faculty - Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

**I am enclosing the following Documents:**

| Documents  | Yes | No |
|--|-----|----|
| 1. Your recent passport size photograph (2 nos). |     |    |
| 2. Aadhaar Card copy.                            |     |    |
| 3. Verification Form (Annexure-2).               |     |    |
| 4. Medical Certificate (Annexure-3).             |     |    |
| 5. PAN card copy                                 |     |    |
| 6. Covid Fully Vaccination Certificate           |     |    |

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0



Ref Code: ILM/CI/2023-2024/809

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
Ms. Diviya V

Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty - Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.



*Ref Code: ILM/CI/2023-2024/809*

**b) Academic and Career Growth:**

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

### **Personal Growth**

**We train you in life skills and not just for a job.** One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



Ref Code: ILM/CI/2023-2024/809

## Financial Growth

### Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

### Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.



*Ref Code: ILM/CI/2023-2024/809*

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

### **Our Requirements**

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10<sup>th</sup> standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.



*Ref Code: ILM/CI/2023-2024/809*

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846**.

**Note:** Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

**Ghouse Pasha**  
**HRD - Recruitment and Operations**



Ref Code: ILM/CI/2023-2024/809

| Annexure - 1   |          |                                       |          |
|--|----------|---------------------------------------|----------|
| CTC Breakup Per Month  |          |                                       |          |
| CTC  | ₹ 21,000 |                                       |          |
| Breakup of the Compensation  |          | Deductions                            |          |
|  |          | Professional Tax                      | ₹ 200    |
|  |          | ESI Contribution                      | ₹ 130    |
|  |          | PF Contribution (Savings)             | ₹ 1,800  |
|  |          | ILM's Contribution                    |          |
| Basic + VDA  | ₹ 16,261 | ESI Contribution                      | ₹ 560    |
| Special Allowance  | ₹ 946    | PF Contribution (Savings)             | ₹ 1,800  |
| Performance Based Incentives *   | ₹ 0      | Bonus (will be paid in / after April) | ₹ 1,433  |
| Gross Earnings (1)   | ₹ 17,207 | Total (2)                             | ₹ 3,793  |
| Take Home  | ₹ 15,077 | Total CTC (1) + (2)                   | ₹ 21,000 |
| Note:  |          |                                       |          |
| 1. You will be provided free standard <b>outstation</b> accommodation at your place of posting.  |          |                                       |          |
| 2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).   |          |                                       |          |
| 3. * <b>Performance Based Incentives</b> - Variable component based on your performance.<br>(Between ₹ 500/- & ₹ 2000/- per month)   |          |                                       |          |
| 4. ** <b>Additional Mandatory Incentives</b> - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month) |          |                                       |          |

ILM/F/023/1.0

ILM/CI/EML/23-24/003/1.1

Page 6 of 6

# 48 / 49 / 50, "Ashok Plaza", 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.  
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com









**Annexure – 3  
Medical Certificate**

Format No: ILM/F/027/1.0

DATE : 31.10.2014

PAGE : 1 of 1

**INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,**

CIN: U22110KA2002PTC031097

**CERTIFICATE OF MEDICAL FITNESS**

(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: \_\_\_\_\_  
{In Block Letters}

Father's Name: \_\_\_\_\_

Blood group/Anemic (Blood Count): \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Vision: L: \_\_\_\_\_ R: \_\_\_\_\_

Colour Vision: \_\_\_\_\_

Hearing: \_\_\_\_\_

Hernia/Hydrocele/Piles: \_\_\_\_\_

Any other disease diagnosed in past: \_\_\_\_\_

Allergies, if any \_\_\_\_\_

List of prescribed medication, if any.....

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Any other Remarks: \_\_\_\_\_

I certify that I have carefully examined of Mr. / Ms. \_\_\_\_\_  
son/daughter of Mr. \_\_\_\_\_ who has signed in my  
presence. He/she has no mental and physical disease and is FIT.

**Signature of the candidate**

Station: \_\_\_\_\_

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

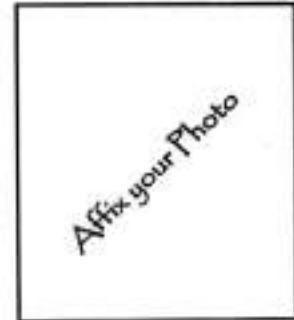
**Signature of the Medical Officer**

with legible seal.

**Letter of Acceptance**  
**To be sent by Registered Post Only**

From,

Date:



Pin code:

**Ref Code: ILM / CI / 2023 - 2024 / \_\_\_\_\_**

To,  
The Director  
Institute of Language Management (P) Ltd.,  
# 48, 49, 50, III Floor, "Ashok Plaza",  
Gandhi Bazaar Main Road,  
Basavanagudi, Bangalore - 560 004.

Respected Sir,

**Sub: Letter of Acceptance.**

**Ref: Your offer letter with Ref code ILM / CI / 2023 - 2024 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of Professional Faculty - Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

**I am enclosing the following Documents:**

| Documents  | Yes | No |
|--|-----|----|
| 1. Your recent passport size photograph (2 nos). |     |    |
| 2. Aadhaar Card copy.                            |     |    |
| 3. Verification Form (Annexure-2).               |     |    |
| 4. Medical Certificate (Annexure-3).             |     |    |
| 5. PAN card copy                                 |     |    |
| 6. Covid Fully Vaccination Certificate           |     |    |

Yours faithfully,

Signature of the Applicant

*ILM/F/020/1.0*



Ref Code: ILM/CI/2023-2024/810

**ILM'S Educate India Internship (IEI)**  
**OFFER LETTER**

To,  
Ms. Sabaritha S

Date: 24-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty - Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

**Professional Growth**

**a) Preliminary Training:**

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.



*Ref Code: ILM / CI / 2023-2024 / 810*

**b) Academic and Career Growth:**

1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.

2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.

3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

### Personal Growth

**We train you in life skills and not just for a job.** One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



Ref Code: ILM/CI/2023-2024/810

## Financial Growth

### Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

### Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.



*Ref Code: ILM/CI/2023-2024/810*

2. **Additional Mandatory Incentives:** If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

### **Our Requirements**

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10<sup>th</sup> standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. **After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.**



Ref Code: ILM/CI/2023-2024/810

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on 080 - 42181313 / 26606816 / 26606846.

**Note:** Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha  
HRD - Recruitment and Operations





Ref Code: ILM/CI/2023-2024/810

| Annexure - 1   |          |                                       |          |
|--|----------|---------------------------------------|----------|
| CTC Breakup Per Month  |          |                                       |          |
| CTC  | ₹ 21,000 |                                       |          |
|  |          | <b>Deductions</b>                     |          |
|  |          | Professional Tax                      | ₹ 200    |
|  |          | ESI Contribution                      | ₹ 130    |
|  |          | PF Contribution (Savings)             | ₹ 1,800  |
| <b>Breakup of the Compensation</b>   |          |                                       |          |
| Basic + VDA  | ₹ 16,261 |                                       |          |
| Special Allowance  | ₹ 946    |                                       |          |
| Performance Based Incentives *   | ₹ 0      |                                       |          |
| Gross Earnings (1)   | ₹ 17,207 |                                       |          |
|  |          | <b>ILM's Contribution</b>             |          |
|  |          | ESI Contribution                      | ₹ 560    |
|  |          | PF Contribution (Savings)             | ₹ 1,800  |
|  |          | Bonus (will be paid in / after April) | ₹ 1,433  |
|  |          | Total (2)                             | ₹ 3,793  |
| Take Home  | ₹ 15,077 | Total CTC (1) + (2)                   | ₹ 21,000 |
| <b>Note:</b>   |          |                                       |          |
| 1. You will be provided free standard <b>outstation</b> accommodation at your place of posting.  |          |                                       |          |
| 2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).   |          |                                       |          |
| 3. * <b>Performance Based Incentives</b> - Variable component based on your performance.<br>(Between ₹ 500/- & ₹ 2000/- per month)   |          |                                       |          |
| 4. ** <b>Additional Mandatory Incentives</b> - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month) |          |                                       |          |

ILM/F/023/1.0

ILM/CI/EML/23-24/003/1.1

Page 6 of 6

# 48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.  
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

www.ilmindia.com · www.ilm-india.com







**Annexure – 3  
Medical Certificate**

Format No: ILM/F/027/1.0  
DATE : 31.10.2014  
PAGE : 1 of 1

**INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,**  
CIN: U22110KA2002PTC031097  
**CERTIFICATE OF MEDICAL FITNESS**  
(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: \_\_\_\_\_  
(In Block Letters)

Father's Name: \_\_\_\_\_

Blood group/Anemic (Blood Count): \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Vision: L: \_\_\_\_\_ R: \_\_\_\_\_

Colour Vision: \_\_\_\_\_

Hearing: \_\_\_\_\_

Hernia/Hydrocele/Piles: \_\_\_\_\_

Any other disease diagnosed in past: \_\_\_\_\_

Allergies, if any \_\_\_\_\_

List of prescribed medication, if any.....

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Any other Remarks: \_\_\_\_\_

I certify that I have carefully examined of Mr. / Ms. \_\_\_\_\_  
son/daughter of Mr. \_\_\_\_\_ who has signed in my  
presence. He/she has no mental and physical disease and is FIT.

**Signature of the candidate**

Station: \_\_\_\_\_

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

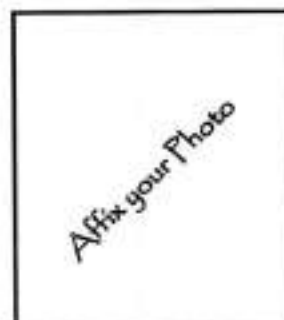
**Signature of the Medical Officer**

with legible seal.

**Letter of Acceptance**  
**To be sent by Registered Post Only**

From,

Date:



Pin code:

**Ref Code: ILM / CI / 2023 - 2024 / \_\_\_\_\_**

To,  
The Director  
Institute of Language Management (P) Ltd.,  
# 48, 49, 50, III Floor, "Ashok Plaza",  
Gandhi Bazaar Main Road,  
Basavanagudi, Bangalore - 560 004.

Respected Sir,

**Sub: Letter of Acceptance.**

**Ref: Your offer letter with Ref code ILM / CI / 2023 - 2024 / \_\_\_\_\_ dated \_\_\_\_\_**

Further to your offer letter selecting me for the post of Professional Faculty - Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

**I am enclosing the following Documents:**

| Documents  | Yes | No |
|--|-----|----|
| 1. Your recent passport size photograph (2 nos). |     |    |
| 2. Aadhaar Card copy.                            |     |    |
| 3. Verification Form (Annexure-2).               |     |    |
| 4. Medical Certificate (Annexure-3).             |     |    |
| 5. PAN card copy                                 |     |    |
| 6. Covid Fully Vaccination Certificate           |     |    |

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

 **AB ACADEMY'S<sup>®</sup>**  
**THE ENGLISH COUNCIL<sup>®</sup>**  
(FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr/Ms/Mrs. M. Sreka Dept MCA

We have pleasure to appoint you as a 'Faculty' in Grade I with effective from June 2023. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a **Faculty (Soft-Skill Trainer)** for the basic gross salary of Rs. 10,000/- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance (At the time of appraisal).

You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a **Senior Associate Trainer or Junior Team Leader**. Since the nature of work requires to handle academic information, the training is essential.

Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the organization.

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us. **Once the exams get over, do report to our nearest branch to know the training details.**

Place : Coimbatore

Date :

For AB Academy- The English Council

  
Authorized signatory (H.R.)

Signature of the Candidate

Ring:  
9842629024  
9894075143

Email:  
abacademy@yasho.in  
theenglishcouncil@yahoo.com  
www.abacademy.org.in

Address:  
No. 50, Ramalakshmi nagar, Laxmipuram,  
Ramanajar road, Peelamedu (po), Coimbatore-4

**AB ACADEMY'S<sup>®</sup>**  
**THE ENGLISH COUNCIL<sup>®</sup>**  
(FOR SCHOOLS, COLLEGES & CORPORATES)

Dear Mr/Ms/Mrs. K Manisha Dept MCA

We have pleasure to appoint you as a 'Faculty' in Grade I with effective from June 2023. The details of your remuneration are enumerated and mentioned below. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of the organization.

This offer letter is please to offer you as a Faculty (Soft-Skill Trainer) for the basic gross salary of Rs. 11,000 /- with free accommodation\* facilities (if ready to work in outstations). After the probationary period, the salary will be revised based on the performance (At the time of appraisal).

You will be initially undergoing a training session before appointment. If the performance is good during training period, possibilities are there for getting hikes in salary and designation to be promoted as a Senior Associate Trainer or Junior Team Leader. Since the nature of work requires to handle academic information, the training is essential.


Your appointment is subject to work as a faculty for training the students on soft skills such as communication, personality development etc. As a full time employee of our organization you will have work according to the leave policies. This offer letter constitutes the entire understanding between you and the organization.

We value this letter as a symbol of a new relationship enveloped in hope and look forward to your having a long and happy career with us. **Once the exams get over, do report to our nearest branch to know the training details.**

Place : Coimbatore

Date :

For AB Academy- The English Council

  
Authorized signatory [H.R.]

Signature of the Candidate

Ring:  
9842629024  
9894075143

Email:  
aeeb@academytheenglishcouncil.com  
theenglishcouncil@gmail.com  
www.abacademytheenglishcouncil.com

Address:  
No. 30, Ramdaswami Nagar, Lakshmiapuram,  
Kamranagar road, Swelamedu (po), Coimbatore-4